

Racial Justice Committee

Terms of Reference

Purpose Statement

- 1.0 Advancing racial justice by addressing systemic and all forms of racism, and incorporating the values of equity, diversity, and inclusion (EDI) within HSA and our membership.

Goals

- 1.0 Cultivate a union that is culturally safe, inclusive, transparent, and accountable.
- 2.0 Promote education on racial justice and the ongoing impact of colonization and white supremacy based on traditional knowledge, scientific evidence, and lived experience.
- 3.0 Foster internal and external relationships and partnerships on racial justice issues through collaboration and mutual respect.
- 4.0 Advises HSA Board on resources to support staff and members when addressing issues of racism and discrimination, whether in HSA, the workplace, or within the labour movement.
- 5.0 Identify gaps in union policies, culture, and practices through research and baseline racialized and disaggregated data.

Objectives

- 1.0 Consult with HSA members and the BIPOC caucus regarding decision making processes across HSA on issues of equity and inclusivity in accordance with HSA policies. The BIPOC caucus are members who self identify as Black, Indigenous, People of Colour.
- 2.0 Advocate for provision of specialized training and resources for staff and stewards to develop analytical skills to better recognize how covert racism can underlie or be a part of grievances and issues in the workplace and in the union. This training should include effective strategies and interventions to mitigate the racism even if racism is not specifically named in the processes and resolutions.
- 3.0 Receive and consider feedback and input regarding issues of BIPOC members and use this feedback to make recommendations.
- 4.0 Receive research data concerning barriers to BIPOC members' participation within HSA and recommend strategies for change.
- 5.0 Identify policies, procedures, and practices that require review and provide recommendations to the Board regarding how to make changes to combat systemic racism including biases.

- 6.0 Work in solidarity with other organizations such as the BC Federation of Labour (BC Fed), National Union of Public and General Employees (NUPGE), Canadian Labour Congress (CLC) on issues related to racial justice.
- 7.0 Identify and recommend external educational opportunities to the Education Committee such as conferences, CLC winter school and/or forums. Recommend topics for HSA communications and education consistent with the Racial Justice Committee's mandate.
- 8.0 Promote and raise awareness of events relating to racial justice.
- 9.0 Develop resolutions related to the mandate of the Racial Justice Committee.
- 10.0 Monitor the implementation of Racial Justice Committee-related resolutions passed at the HSA annual convention.
- 11.0 Foster racial justice activism and leadership through recommending support, mentoring, education, and training to members.
- 12.0 Collaborate with other HSA committees, working groups, EDI department, and BIPOC caucus on issues of common interest.
- 13.0 Prepare a work plan.
- 14.0 Prepare an annual report.
- 15.0 Conduct a year end evaluation and transition report for the incoming Committee.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors by the Committee Chair writing a report with recommendations. The Committee Chair may make themselves available to attend the meeting virtually during the Board's discussion of the Committee's report as needed. The Committee Chair follows up on recommendations made to the Board.
- 2.0 The Committee reports to the HSA membership, by providing a written report of its activities in HSA's Annual Report, and by giving a verbal report at Convention. The Committee may provide bulletins as necessary.
- 3.0 The Committee updates the BIPOC Caucus by presenting a report at each BIPOC Caucus meeting.
- 4.0 The Racial Justice Committee, Board of Directors, and the Equity, Diversity, and Inclusion department will work together through collaboration to build trust and fulfill the mandate of the Racial Justice Committee.

Composition/ Membership

- 1.0 The Committee comprises six (6) to eight (8) members to allow for a range of representation. This will include the HSA President (ex-officio) and at least one (1) Board member (preferably self identifies as BIPOC).

- 2.0 To select new Committee members, the process is as follows:
 - 2.1 The Office of the President will send out a call for Expressions of Interest to the general membership. The Office of the President will forward to the interim Racial Justice Working Group (RJWG) eligible Expressions of Interest.
 - 2.2 The BIPOC caucus will hold a meeting to elect three (3) members to the selection committee (interim RJWG).
 - 2.3 The interim RJWG will review and select the Racial Justice Committee members from the Expressions of Interest.
 - 2.4 For the 1st year, the existing Racial Justice Working Group will review the Expressions of Interest and select members for the Racial Justice Committee.
- 3.0 The Committee will have no more than one (1) non-BIPOC member.
- 4.0 The mandate of the interim RJWG is to review and select Racial Justice Committee members. The interim RJWG will endeavor to ensure that the committee membership has a range of racial representation. The interim RJWG cannot select its own members to be on the Committee.

Membership Term

- 1.0 The Membership term is two (2) years, ending at the conclusion of Convention.
- 2.0 Members can be a part of the Committee for a maximum of six (6) consecutive years (or three 2-year terms). After such a period, a break of one (1) term will be required.
- 3.0 To allow for continuity, the Committee will start with six (6) members in the first term (2023). In 2024 and moving forward, the interim RJWG will review and select Racial Justice Committee members from Expressions of Interest to fill the remaining two (2) seats and any additional vacancies.

Chair

- 1.0 Using a co-chair model, two (2) Chairs will be selected from within the Committee, on a rotating basis.
- 2.0 The Chairs' term will be one (1) year.

Chair's Responsibilities

The Chairs shall:

- 1.0 Set meeting dates, draft agenda with committee approval, and facilitate Committee meetings.
- 2.0 Prepare, manage, and monitor the Committee's budget.
- 3.0 Report back to the union by being the representative of the Committee.
- 4.0 Liaise with staff support on logistical matters.

Internal Decision Making

- 1.0 The Committee will make decisions using a consensus decision-making model.

Staff Resources

- 1.0 One (1) staff member, preferably one who self identifies as BIPOC and with knowledge of equity, diversity, and inclusion issues and topics, is assigned as non-voting staff support to the Committee. This staff member assists the Chairs to set up meetings, facilitates discussion, sends out meeting minutes, attends meetings of committees from affiliates (BC Fed, NUPGE), liaises with administrative support and is responsible to compile resolutions for committee review.
- 2.0 One (1) administrative support staff member is assigned as non-voting staff support to the Committee to take minutes, book meeting space and/or virtual meetings, organize food, and related tasks as assigned by the Staff Support. This staff member need not self identify as BIPOC.

Distribution of Minutes

- 1.0 Committee meeting minutes are distributed to Committee members and the Office of the President.

Frequency of Meetings

- 1.0 Meetings are held at the call of the Chair at least four (4) times per year and must have a virtual option.

Approved by BOD: December 7, 2022


