

# Young Workers Committee

## Terms of Reference

### Definition

1. For the purpose of this document, the term 'Young Worker' is defined as a member who is 35 years of age and under.

### Purpose Statement

1. Bringing focus and priority to issues specific to Young Workers within HSA and our membership.

### Goals

1. Advocate on behalf of young workers by bringing their perspectives, concerns and recommendations, whether in HSA, the workplace, or within the labour movement.
2. Foster internal and external relationships and partnerships on Young Worker issues through collaboration and mutual respect.
3. Inspire and mentor Young Workers to become active in their union and in the broader labour movement.
4. Highlight and promote Young Workers related issues through fostering engagement activities.

### Objectives

1. Establish communication with a diverse array of HSA Young Workers to canvass their interests and issues and provide advocacy for them.
2. Promote awareness of HSA and its activities with Young Workers and encourage their participation, by:
  - Raising member awareness of economic and social justice issues, and barriers to equality.
  - Identifying opportunities for Young Workers' to participate within HSA.
  - Working in solidarity with other organizations such as the BC Federation of Labour.
  - Identifying and recommending external educational opportunities to the Board of the Directors
3. Liaise with other Young Worker advocacy groups (examples: BC Federation of Labour, NUPGE).
4. Recommend and develop advocacy campaigns related to Young Worker issues as approved by the Board.

## **Reporting Relationships**

1. The Committee reports to the Board of Directors by submitting a written report to each regular Board meeting.
2. The Committee reports to the HSA membership, by producing 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 through the Communications Department.
3. The Committee updates the Young Workers Caucus at each Young Workers Caucus meeting.

## **Composition/ Membership**

1. The Committee is comprised of six (6) members that include five (5) Young Workers (with at least one member from a rural/remote region when possible), one (1) non-voting Board member (who also is a Young Worker where possible), and the President (ex officio).
2. To select new Committee members, the process is as follows:
  - 2.1 Preference will be given to members who identify with equity-denied groups, in addition to being a Young Worker, from different regions to allow for a range of representation. In recognition of the committee's intent to be an entry point for members new to union activism, members with no previous HSA experience will be encouraged to apply, and length of union activism will not be a factor in selection.
  - 2.2 Membership will be determined through written expression of interest, reviewed, and appointed through collaboration with the Board and current seated Young Workers Committee members.
  - 2.3 Two alternates will be selected in each annual selection process and will cease to be an alternate when new alternates are selected. An alternate who becomes a member of the committee will complete the term of the member that they replaced.

## **Membership Term**

1. Membership term will be two calendar years commencing January 1<sup>st</sup>. In odd numbered years, three (3) members will be appointed and in even numbered years, two (2) members will be appointed.
2. Membership will continue until the end of appointment if the member's age advances past 35 years.

## **Chair**

1. The chair will be selected from within the Young Workers Committee
2. The position of the chair will rotate between members of the Committee.
3. One (1) new chair will be selected from the Committee at the end of each Quarterly meeting. The next meeting may be co-chaired by both the outgoing and incoming chairs.

### **Responsibilities of the Co-Chairs**

1. Set meeting dates, draft agenda with committee approval, and facilitate Committee meetings.
2. Represent the view of the Committee.
3. Be accountable for the work between Committee meetings.
4. Liaise with staff support on logistical matters.

### **Responsibilities of the Committee**

1. Prepare, manage, and monitor the Committee's budget.
2. At the first meeting of the Committee, the order of rotation of Chairs will be determined.

### **Staff Resources**

One (1) Staff Member is assigned as non-voting staff support to the Committee. Where possible, this staff member will also meet HSA's definition of a Young Worker.

1. The staff member assigned shall:
  - 1.1 Provide administration support to the Chairs.
  - 1.2 Liaise with staff for input related to Young Workers' issues.
  - 1.3 Provide insight and guidance to the Committee.
  - 1.4 Confirm the attendance list with the Chairs for each meeting and submit to Accounting.
  - 1.5 Provide relevant policies to the members of the Committee.
2. Communications staff shall:
  - 2.1 Review communications, reports, and presentations.
  - 2.2 Provide editorial assistance.

### **Distribution of Minutes**

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

### **Frequency and Location of Meetings**

1. Meetings are held at the call of the Chair at least four (4) times per year (quarterly).
2. Efforts will be made for meetings to take place in the local regions of the YWC members and in regions low in support and/or member engagement. Location will also take into account budgetary considerations and cost effectiveness.

Approved by Board of Directors: February 1, 2024

