

## Young Workers Advisory Group

### Terms of Reference

#### Purpose Statement

- 1.0 This is an Advisory Group to the Board of Directors for the purpose of bringing focus and priority to issues specific to young workers.

#### Definition of a Young Worker

- 1.0 A young worker is a person 35 years of age and under.

#### Membership

- 1.0 The Young Workers Advisory Group is comprised of young workers as follows:
  - 1.1 5 young workers
  - 1.2. President (ex-officio)
- 2.0 Membership will be determined through written expression of interest, reviewed and appointed by Executive Committee
- 3.0 Membership term will be two calendar years commencing January 1<sup>st</sup>. In odd numbered years, three members will be appointed and on even numbered years, two members will be appointed.
- 4.0 One alternate will be selected in each annual selection process and will cease to be an alternate when a new alternate is selected. An alternate who becomes a member of the committee will complete the term of the member that they replaced.
- 5.0 Membership will continue until the end of the appointment if the member's age advances past 35 years

#### Chair

- 1.0 The Chair is selected from the Young Workers Advisory Group
- 2.0 The position of the chair will rotate between members of the Advisory Group
- 3.0 The position of the chair will be selected at the end of each meeting

#### Responsibilities of the Chair

- 1.0 Set the agenda, review minutes, set meeting dates, and adhere to HSA policies
- 2.0 Conduct and facilitate meetings

## **Group Responsibilities**

- 1.0 Monitor and manage the Advisory Group budget
- 2.0 Prepare recommendations to the Board of Directors for education or activity requests
- 3.0 Ensure a report to Convention is developed outlining the work of the Advisory Group
- 4.0 Conduct a year-end evaluation for the Board of Directors.

## **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.

- 1.0 The staff member assigned shall:
  - 1.1 provide administrative support to the Chair
  - 1.2 liaise with staff for input related to young workers' issues
  - 1.3 provide insight and guidance to the group
  - 1.4 confirm the attendance list with the Chair for each meeting and submit to Accounting
  - 1.5 provide relevant policies to the members of the working group
- 2.0 Communications staff assigned shall
  - 1.1 review communications, reports and presentations
  - 1.2 provide editorial assistance

## **Distribution of Minutes**

- 1.0 Advisory Group Minutes are distributed to group members and the President.

## **Frequency of Meetings**

- 1.0 Meetings are at the call of the Chair and held up to four (4) times per year based on allocated budget.

## **Objectives**

- 1.0 Establish communication with a broad spectrum of HSA young workers in order to canvas their interests and issues in order to provide advocacy for them.
- 2.0 Promote awareness of HSA and its activities with young workers and encourage their participation, such as
  - raising member awareness of economic and social justice issues and barriers to equality
  - Identify opportunities for young workers participation within HSA and recommend strategies for positive change
  - Work in solidarity with other organizations such as the BC Federation of Labour.
  - Identify and recommend external educational opportunities to the Board of Directors.
- 3.0 Liaise with the HSA representative on the BC Federation of Labour Young Workers Committee.

## **Goals**

- 1.0 To be effective advocates on behalf of young workers by bringing their perspectives, concerns and recommendations forward to the Board of Directors.
- 2.0 To follow through on advocacy campaigns related to young worker issues as approved by the Board.

Approved by BOD: April 29, 2021

A handwritten signature in black ink that reads "Val Avery". The signature is written in a cursive style with a large, looping initial "V".