

Women's Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors that has a mandate to:
 - 1.1 Advocate for women's leadership at all levels in HSA, within the labour movement and in our communities, locally and nationally.
 - 1.2 Increase and support the active participation of women in influencing HSA, thus building a stronger union.
 - 1.3 Promote women's economic and social justice issues, equality and labour solidarity.
- 2.0 The Committee will advocate for measurable, sustainable, and positive change in the status of women within HSA.
- 3.0 The Committee will liaise with other HSA committees to ensure that the mandate of the Women's Committee is reflected in all areas of HSA.
- 4.0 The Women's Committee will liaise with other organizations and groups to learn, exchange information, and increase HSA's participation to further the status of women.

Reporting Relationships

- 1.0 The Women's Committee reports to the Board of Directors by providing regular reports to the Board and by communicating any emerging issues to the Board.
- 2.0 The Women's 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.

Membership

- 1.0 The Women's Committee is comprised of:
 - 1.1 President (ex officio)
 - 1.2 Two (2) female Directors
 - 1.3 Three (3) female Members at Large

All committee members participate fully at and between meetings, share expertise and information, are committee "champions" and build networks to support committee work.

Staff Support

- 1.0 One (1) female Staff Member is assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 The Committee term is one (1) year, ending at the conclusion of Convention. Continuity is a criterion considered when establishing the Committee.

Chair

- 1.0 The Chair is selected from the Board of Directors.

Chair's Responsibilities

The Chair shall:

- 1.0 Work with the staff advisor to set the agenda, distribute and review minutes, plan and set meeting dates, prepare reports, and adhere to HSA policies.
- 2.0 Monitor and manage the committee meeting budget.
- 3.0 Conduct and facilitate committee meetings.
- 4.0 Liaise with other Committees to ensure full participation of women, reflective of our membership, within HSA and in HSA activities.
- 5.0 Ensure that Board discussions, decisions and policies reflect the purpose and mandate of the Women's Committee.
- 6.0 Submit Women's Committee-related education requests to the Education Committee in accordance with the timelines provided by the Finance Committee.
- 7.0 Submit Women's Committee-related committee support budget requests to the Director of Strategic Communications and Member Development in accordance with the timelines provided by the Finance Committee.
- 8.0 Ensure the Committee's annual and convention reports are developed to reflect the Committee's work within the framework and deadlines provided.
- 9.0 Ensure the Committee goals, objectives and purposes are fulfilled.

Staff Resources

- 1.0 The staff member assigned to the Committee shall:
 - 1.1 Provide administrative support to the Chair and the work of the Committee.
 - 1.2 Liaise with staff for input and implementation of Committee work as required.
 - 1.3 Inform the Chair and Committee of issues which are relevant to the Committee's mandate.

- 2.0 Communications staff as assigned shall:
 - 2.1 Provide editorial assistance.
 - 2.2 Review reports and presentations to convention in accordance with the template and time limits established by the Board of Directors.

Distribution of Minutes

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

Frequency of Meetings

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

Goals

The committee will:

- 1.0 Identify and address barriers to women's participation within HSA.
- 2.0 Raise member awareness of women's economic and social justice issues and barriers to equality.
- 3.0 Build capacity for women's participation and leadership within HSA and the labour movement.
- 4.0 Ensure HSA policies and procedures are consistent with the mandate of the Women's Committee.
- 5.0 Develop recommendations to the Board of Directors consistent with the mandate of the Women's Committee.
- 6.0 Promote women's participation and leadership at all levels in HSA, within the labour movement and in our communities.
- 7.0 Monitor progress in achieving these goals.

Objectives

The objectives of the Committee are to:

- 1.0 Research barriers to women's participation within HSA and recommend strategies for change.
- 2.0 Identify policies and procedures that require review and make recommendations to the Board of Directors.
- 3.0 Develop leadership by providing supports, mentoring, education and training.

- 4.0 Identify and recommend external educational opportunities to the Education Committee such as Summer Institute for Union Women, conferences, CLC Winter School, forums, etc.
- 5.0 Recommend topics in HSA communications and education consistent with the Women's Committee's mandate.
- 6.0 Collaborate with other HSA committees on issues of common interest.
- 7.0 Promote and raise awareness of events such as International Women's Day (March 8th) and National Day of Remembrance and Action on Violence Against Women (December 6th).
- 8.0 Develop resolutions related to the mandate of the Women's Committee.
- 9.0 Oversee the implementation of Women's Committee-related resolutions passed at the HSA annual convention.
- 10.0 Work with other organizations such as the BC Federation of Labour, NUPGE and CLC.
- 11.0 Prepare an annual report.
- 12.0 Conduct a year-end evaluation and transition report for the incoming committee.

Approved by BOD: June 21, 2012

A handwritten signature in black ink, appearing to read "P. W. Jones" or similar, written in a cursive style.