



**CUPE BC
WOMEN'S COMMITTEE**

TERMS OF REFERENCE

PURPOSE OF THE COMMITTEE

The Women's Committee will make recommendations to the CUPE BC Executive Board on building the Membership capacity and participation necessary to work towards the elimination of barriers faced by and encouraging the participation of, women in our union generally and in CUPE education particularly.

This includes identifying opportunities for succession planning and for women to develop and become leaders in our union.

STRUCTURE OF COMMITTEE

Chairperson to be appointed by the CUPE BC President.

Co-Chairperson to be elected by the committee.

Members are appointed by the Executive Board.

TERM

The term of service on the committee is two years or as otherwise determined by the Executive Board.

RESPONSIBILITIES

- The committee shall take direction from, and be responsible to the CUPE BC Executive Board. Between meetings of the Executive Board, tasks may be assigned to the committee by the Administrative Committee or by the President.
- The committee Chairperson shall report on a regular basis to CUPE BC Division Executive Board.
- Submit signed copies of minutes of all meetings to the Division office upon meeting adjournment.
- Make recommendations to the Executive Board on dealing with resolutions passed by Convention concerning women's issues.
- Work in conjunction with other committees where activities may overlap.
- A report of the committees' activities for the preceding year shall be submitted to the Secretary-Treasurer of CUPE BC upon request.

COMMITTEE GOALS AND OBJECTIVE

Specific goals and objectives for the Committee to work towards during the term are to be determined at the "One Big Committee Meeting" (OBCM) normally held in the fall following appointment of the committee. Goals and objectives must be consistent with the purpose of the committee, the CUPE BC Constitution, any resolution(s) passed by the CUPE BC Convention and the CUPE BC Action Plan and must be approved by the Executive Board prior to implementation.