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## **TERMS OF REFERENCE**

### **PURPOSE OF THE COMMITTEE**

The Persons with Disabilities (PWD) Committee will make recommendations to the CUPE BC Executive Board to build membership capacity and participation in the promotion and defense of the rights of all persons with disabilities. The committee will recommend strategies to work toward the improvement of working conditions of persons with disabilities. The committee will work to improve accessibility and full participation for all members within the union, with the goal being inclusion, dignity, and respect at all union events and activities.

### **STRUCTURE OF THE COMMITTEE**

- The Chairperson shall be the Persons with Disabilities Diversity Vice-President.
- Co-Chairperson to be the Persons with Disabilities Alternate Diversity Vice-President.
- Recording Secretary will be elected by the committee.
- Members are appointed by the Executive Board.
- All committee members must self-identify as a person with disabilities.
- A CUPE National staff representative will be assigned to support the committee by attending meetings, providing advice and guidance to the committee, and liaising with other CUPE National staff and departments.

### **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 the CUPE BC Executive Board.
- Submit signed copies of minutes of all meetings to the CUPE BC office as soon as possible following meeting adjournment.
- Make recommendations to the Executive Board on dealing with resolutions passed at the CUPE BC Convention concerning workers with disabilities.
- Work in conjunction with other committees, working groups, and task forces where activities may overlap.
- A report of the committee's activities for the preceding year shall be submitted to the Secretary-Treasurer of CUPE BC upon request.

## **COMMITTEE GOALS AND OBJECTIVES**

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