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## **TERMS OF REFERENCE**

### **PURPOSE OF COMMITTEE**

The Education Committee will collaborate with the CUPE Union Education branch to assist in the development and delivery of CUPE workshops.

### **STRUCTURE OF COMMITTEE**

- Chairperson to be appointed by the CUPE BC President.
- Co-Chairperson to be elected by the committee.
- Recording Secretary to be elected by the committee.
- One representative from each District Council to be appointed by the CUPE BC Executive Board.
- 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 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 to deal with resolutions passed at the CUPE BC Convention which relate to member education.
- Make recommendations to the Executive Board relating to: advocating for broader education goals and skill-building for CUPE members, including post-secondary education; apprenticeship programs; workplace-based literacy programs and the use of plain language.
- Review, report on, and promote scholarships and bursaries to locals to encourage them to apply.
- Working with Union Education representatives to assign social conveners at CUPE weeklong schools. If necessary, an alternate will be assigned based on regional location of the school.
- Liaise with the CUPE Education Department to plan courses offered at weeklong schools.
- 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 to work towards during the term are to be determined at the One Big Committee Meeting (OBCM) and 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 purposes 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.