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## TERMS OF REFERENCE

### PURPOSE OF THE COMMITTEE

The Universities Committee will make recommendations to the CUPE BC Executive Board to build membership capacity and participation in support of strategies to protect and promote quality, accessible post-secondary education. The committee will advocate, educate, and coordinate on issues of importance to CUPE workers at BC universities.

### 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.
- Members are appointed by the Executive Board.
- Members of the Universities Committee must be Presidents of their CUPE Locals
- 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.
- To liaise with CUPE workers at universities in other provinces.
- Make recommendations to the Executive Board to deal with resolutions passed at the CUPE BC Convention concerning university sector issues.
- Work in conjunction with other committees where activities may overlap.
- Inform and advise the Executive Board on matters effecting CUPE workers in the university sector.
- Encourage communication and liaise between all workers in the education sector and with other CUPE BC committees. Promote awareness of issues at the local, regional, and provincial levels.
- In conjunction with CUPE BC, lobby government and other bodies on issues impacting CUPE university workers.
- Work with CUPE to identify unorganized university workers and, where requested, assist in organizing campaigns.
- 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 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.