

**Terms of Reference
PSAC Ontario Equity and Human Rights Committee**

TITLE:

This committee shall be called the "PSAC Ontario Equity and Human Rights Committee" (E&HRC).

COMPOSITION:

The E&HRC shall be comprised of one (1) representative for Racially Visible Members; Aboriginal Members; Members with Disabilities; Gay, Lesbian, Bisexual and Transgendered Members; Regional Women's Committees, as well as any council member assigned by the REVP.

TERM OF OFFICE:

The term of office shall be for a period of three (3) years from Triennial Convention to Triennial Convention.

CHAIR:

The Chair and Co-Chair, will be assigned by the REVP.

MANDATE:

The mandate of the Human Rights Committee is to identify, promote and assist union actions around equity and human rights issues by:

- a) Responding to the needs of the Ontario equity seeking members;
- b) Being responsive to the human rights of Ontario members;
- c) Educating, Informing and Mobilizing PSAC Members on National and Provincial Equity and Human Rights Issues;
- d) Working with the membership to educate, inform and organize around equity and human rights issues;
- e) Promoting and participating in conferences, educational and training programs concerning equity and human rights issues;
- f) Reviewing and analyzing, discussing and making recommendations concerning issues, policies, strategies and initiatives on equity and human rights issues to the PSAC Ontario Council; and
- g) Encouraging the development of the networking and open communication among the PSAC Ontario Equity Human Rights Committee, PSAC National Equal

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Opportunities Committee, National Aboriginal Inuit and Metis (NAIM) Network and any other PSAC Regional bodies.

MINUTES AND PSAC COUNCIL REPORTS:

The Equity and Human Rights Committee minutes and reports shall be recorded and prepared by members of the committee on a rotational basis.

LOCATION AND FREQUENCY OF MEETINGS:

The Equity and Human Rights Committee shall convene by meeting or conference calls at the Toronto Regional Office or wherever convenient, a minimum of three (3) times a year. Additional meetings shall be scheduled as required.

AMENDMENTS:

This document shall be reviewed on a regular basis as equity and human rights issues constantly evolve.

ROLES AND RESPONSIBILITIES

ROLE OF CHAIR:

- a) To liaison between Equity and Human Rights Committee and the REVP;
- b) To co-ordinate and maintain communication with members of the equity and human rights committee between meetings;
- c) To attend meetings called by the REVP and report back to the equity and human rights committee;
- d) Be responsible for call-out for agenda items for meetings and finalize agenda;
- e) To facilitate committee meetings;
- f) To call meetings as required;
- g) To delegate responsibilities to the Co-chair; and
- h) To inform co-chair if unable to attend meetings;

ROLE OF CO-CHAIR

- a) To support the Chair;
- b) To assume delegated responsibilities given by the Chair;
- c) To attend meetings that the Chair is unavailable to attend; and
- d) To assume the role of the Chair when the Chair is unavailable;

The role of the Equity and Human Rights Committee

- a) Communicate effectively between Committee meetings;
- b) communicate with the PSAC Ontario equity seeking groups, and PSAC regional committees;
- c) attend the PSAC Ontario Council meetings and be a representative for the PSAC Ontario equity and human rights issues;

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- d) submit to each Ontario Council meeting a written report and minutes to the REVP;
- e) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- f) perform other duties and responsibilities regarding equity and human rights as determined by the PSAC Ontario Council;
- g) representatives from the equity and human rights committee shall liaise with their alternates on a regular basis;
- h) submit resolutions to the PSAC Ontario Convention Committee that relate to equity and human rights issues;
- i) identify legislation, provisions or practices that are discriminatory on the basis of sex, race, age, color, marital status, family status, religion, national or ethnic origin, disability, sexual orientation, language, political belief, union activity or criminal record, and to recommend union policies, programs or actions that will end and redress the discrimination and racism;
- j) ensure that training programs are fully accessible to all and that they are designed in such a way as to equalize opportunities for advancement by disadvantaged groups;
- k) identify policies, programs, collective agreement language or practices that may act as barriers to the full participation of members within the union and to recommend changes that would end and redress the problem;
- l) encourage participation of Gays, Lesbians, Bisexuals and Persons Transgendered , Women, Racially Visible Members, Aboriginal, Inuit and Metis Peoples and Members with Disabilities who are still under-represented within all levels of the Union structure by actively recruiting members and informing and providing them with the appropriate training, including Union Leadership skills;
- m) work with and encouraging input from other Regional Equity and Human Rights Committees to share experience, knowledge and best practices on equity and human rights issues;
- n) work with PSAC members, locals, committees; Labour Organizations (i.e CLC, OFL, district labour councils); employers of PSAC members; and community organizations; to identify emerging equity and human rights issues of concern to Union members and to recommend action and support campaigns; and
- o) liaise with, and assist the PSAC National Equal Opportunities Committee and NAIM Network.