

**Terms of Reference
PSAC Ontario Political Action Committee**

TITLE:

This committee shall be called the "PSAC Ontario Political Action Committee" (PAC).

COMPOSITION:

The PAC shall be comprised of no less than six (6) people. Three (3) or more Committee members will be made up of Ontario Regional Council members who are elected by the Council. The Regional Executive Vice-President, Political Communications Officer and the Regional Coordinator for Ontario will also sit on the Committee. The REVP has the authority to appoint members to the PAC.

Amongst the three members chosen from the Ontario Regional Council at large, the following three conditions must be met:

1. One of these members must identify as an equity group member.
2. One of these members must be a member from northern Ontario (defined by Region 1 – Northwestern and Region 2 - Northeastern)
3. One of these members must belong to a Directly Chartered Local (DCL)

TERM OF OFFICE:

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

CHAIR:

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

MANDATE:

The mandate of the Political Action Committee is to identify issues, promote activism and mobilize members around PSAC National and Regional campaigns by:

- a) Mobilizing members to attend rallies, events and actions surrounding social justice and workplace issues;
- b) Responding to the needs of the membership by advocating issues on a political level through direct lobbying of political representatives, business and community leaders;
- c) Working with the membership to identify workplace issues, and designing actions that will apply pressure to political representatives (MPs, MPPs, etc.), business and community leaders in order to address them;
- d) Participating in, and engaging and recruiting members to attend events, rallies, demonstrations, phone banks, petitions, online campaigns and other strategies to promote PSAC campaigns;
- e) Providing an analysis and making recommendations concerning issues, policies, strategies and initiatives on PSAC campaigns to PSAC Ontario Council;

- f) Encouraging members and public involvement in elections at municipal, provincial and federal levels;
- g) Encouraging and developing a network of PSAC member activists to engage in PSAC, labour and community ally campaigns;
- h) To work with PSAC members, locals, Area Councils and committees through their PSAC Ontario Council Representatives; Labour Organizations (i.e. CLC, OFL, district labour councils) and community organizations to identify emerging issues of concern to workers and to recommend action and support campaigns;
- i) Utilizing various forms of media to promote PSAC events to the public, promote political pressure on matters of interest to our members, and defending the image and interests of our members from detractors. Mediums of use can include, but are not limited to, radio, television, social media and newspapers;
- j) Through PSAC political action campaigns, promote social justice principles and the values of organized labour.

MINUTES AND PSAC COUNCIL REPORTS:

The Political Action Committee minutes and reports shall be recorded and prepared by Council members of the committee on a rotational basis. The minutes and reports will be reviewed by all members of the Committee for errors and omissions before being submitted by the Chair.

LOCATION AND FREQUENCY OF MEETINGS:

The Political Action Committee shall convene by meeting or conference calls at the Toronto Regional Office or wherever convenient, at 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 campaigns constantly evolve, and the political needs and desires of the membership change.

ROLES AND RESPONSIBILITIES

ROLE OF THE CHAIR IS:

- To Liaison between the Committee and the REVP;
- To coordinate and maintain communication with the members of the Committee between meetings;
- To attend meetings called by the REVP and report back to the Committee;
- To call meetings as required;
- Be responsible for call-out for agenda items for meetings and finalize agenda;
- To facilitate Committee meetings;
- To complete and submit a Committee report after each Committee meeting to the PSAC Ontario Council meeting;
- To monitor the Committee's budget and ensure they are not over budget
- To delegate responsibilities to the Co-chair; and
- To inform the Co-Chairs if unable to attend meetings

ROLE OF THE CO-CHAIR IS:

- a) To assume the role of the Chair when the Chair is unavailable;

THE ROLE OF THE POLITICAL ACTION COMMITTEE IS:

- a) To communicate effectively between Committee meetings;
- b) To effectively communicate with PSAC Ontario Council;
- c) To submit to each Ontario Council meeting a written report and minutes to the REVP;

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- d) To uphold and promote the mandate and objectives of the PSAC Ontario Council;
- e) To perform duties and responsibilities regarding political action as determined by the PSAC Ontario Council and REVP;
- f) To submit recommendations to the PSAC Ontario Council that relate to political action for consideration.