



Area Council, Young Worker & Equity Committees FAQ

It is important that Area Councils and Committees have clear guidelines to properly use funds provided by PSAC National and the Region. Accountability and transparency are paramount in the operations of Committees/Area Councils and will help ensure stability and fairness. Below are some frequently asked questions and the framework for Area Councils/Committees to follow:

Finances

Donations

Only 10% of an Area Council/Committee's budget can be used for charitable donations per year, unless a request is made to the REVPs office for approval.

Convention/Conference Funding

Area Councils/Committees may cover only the registration (cannot cover loss of salary, per diem, accommodation, travel), for one (1) member to attend as an Observer to a PSAC National or Ontario Conference, PSAC National Convention or PSAC Ontario Regional Convention. A maximum of \$300 can be spent on registrations per year. This does not include Component conferences or Conventions, which cannot be funded.

If the conference/event is from an outside organization (i.e. OFL Convention), then a request must be made to the REVPs office for approval.



Expenses

All expenses must be accompanied by a receipt or invoice for payment. Cheques require the signing authority of 2 Executive Officers (i.e. Chair, VP, or Treasurer). An individual cannot sign a cheque that is payable to themselves.

Speakers Fees

Fees for a speaker at an event must not exceed \$500. If the Area Council/Committee requires a larger amount for a speakers' fee, prior approval is required from the REVPs office.

There are many charities, advocacy groups, community groups that will provide speakers/presentations for free. These groups rely on raising awareness and know that by coming to events/meetings, they may get volunteers or donations to their organization. In these cases, it is appropriate to use the speaker fee as a direct donation to the organization providing the speaker/presentation.

Swag/Promotional Items

Should a Committee/Area Council hold a special event (i.e. a meet and greet, commemorative day event, or participate in a rally such as International Women's Day), they should approach both their PSAC Regional Office and the REVPs office to see if there are items available.

Area Councils/Committees must not spend more than \$500 a year on swag/promotional items and the distribution of these items must be linked to an event that the Area Council/Committee is hosting for a strategic reason (i.e. increasing member participation).

Swag/promotional items should be limited to PSAC members, except in circumstances such as Labour Day or a community event. In these cases, it is important that a proposal with costing is sent to the REVPs office for approval.

All swag/promotional items must be union made.

Funding Requirements



PSAC · Ontario
Public Service Alliance of Canada

Accreditation for Regional and National Funding

In order for your Area Council/Committee to be accredited, you must have met at least four (4) times a year and submitted a financial statement (including copies of your bank statement for the last 12 months) annually.

Also, minutes of meetings must be forwarded to the REVP's office within 30 days after each meeting, as outlined in the PSAC Constitution.

A signed electronic copy of your annual financial statement and all minutes must be forwarded to the REVPs office by March of each year to receive your funding and maintain accreditation.

Elections and Delegate Selection

Elections must be held with a minimum of one (1) months-notice to the membership at an AGM or Special meeting.

Delegate selections for conferences or conventions must be held at a meeting with a minimum of one (1) months-notice to the membership.

Mobilization

Organizing Events

It is important that Area Councils/Committees come up with a plan for the year at the start of each year. The plan should lay out your meeting dates for the year and any events you want to hold.

Plans do not have to be set in stone, as it is important that Area Councils/Committees can maintain their flexibility. Joining strike lines, taking part in elections, attending demonstrations, are all important work Committees/Area Councils should be undertaking.

When planning an event that is open to the general membership, it is important to connect with other Area Councils/Committees in your area to build on each-others capacity and cost-share.

Communications

Meeting/Event Notices

Meetings/Events should be promoted as much in advance as possible, with a minimum of one (1) months-notice. Area Councils/Committees should be working with their assigned PSAC staff representative on the selection date, to ensure that the staff rep is available to attend and support the event/meeting. This will also ensure that the event does not coincide with another PSAC event on the same day.

The PSAC Regional Office assigned to your Committee/Area Council is responsible for collecting the RSVPs for the meeting/event and sending out communications to the members in the area. This ensures that PSAC maintains a safe space, meets the self-id requirements, and builds our email networks.

Area Councils/Committees are encouraged to set up their own communications networks to amplify our union's messages and help spread the word about meetings/events to new members. This can be done via your own email trees and/or social media channels (Facebook, Instagram, etc.).

FREQUENTLY ASKED QUESTIONS

