

PSAC Toronto Racialized Members Committee (RMC)

Terms of Reference

Vision Statement:

The PSAC Toronto Racialized Members Committee (RMC) is a collective of members who self-identify as racialized within the Public Service Alliance of Canada (PSAC) and are committed to promoting, maintaining and protecting the interests of racialized members of the PSAC.

Mission Statement:

In fulfilling this vision, the RMC promotes the inclusion of racialized individuals and encourages the participation in RMC initiatives of all members in PSAC.

Objectives and Mandate:

- Aim to eliminate harassment, discrimination and racism in order to attain equal rights.
- Provide leadership on issues that pertain to racialized members who are marginalized.
- Facilitate change through education.
- Identify contentious issues and barriers so that recommendations and solutions can be provided.
- Provide a forum for ongoing information exchange and for critical discussion of RMC issues.
- Create partnerships within PSAC and other external community organizations.

Membership:

Membership in the Committee is open to any member who self-identifies as racialized and who belongs to PSAC and is a member in good standing within the PSAC Toronto service area. Members in good standing who attend meetings have the right to vote.

Executive Committee:

The Executive Committee consists of the following elected positions, each serving a 2-year term:

- Chair
- Vice Chair
- Secretary
- Treasurer

Criteria:

- Members of the Executive Committee shall be elected by members with the right to vote at the Annual General Meeting.
- Only members in good standing can be elected to the Executive Committee.
- An interim replacement shall be appointed by the Executive Committee when an Executive Member vacates a position before completing their term.

- The Vice-Chair shall take on the role and the responsibility as Committee Chair in the absence of the Chair, or at the request of the Chair.
- The Secretary shall be responsible for organizing meetings, maintaining committee records and correspondence in a proper filing system.
- The Treasurer shall be responsible for the payment of invoices and expenses and financial reporting.
- The previous Chair shall be an advisory to the Executive Committee.
- The Executive will assist in the development and implementation of the Committee plans.

Responsibilities of Officers:

Chair:

- Guides the growth and development of the Committee.
- Manages operations and strengthens partnerships.
- Helps shape the strategic vision of the Committee.
- Prepares annual reports on Committee activities.
- Reports to the PSAC Regional office and REVP's office.
- Maintains a portfolio of yearly activities (i.e. for the transfer to incoming executive members)

Vice Chair:

- Chairs meetings in the absence of the Chair.
- Manages administrative, project, and budget affairs.
- Maintains organizational documents and oversees activities.

Secretary:

- Provides administrative and executive support.
- Oversees and coordinates the meeting-to-meeting activities of the Committee.
- Takes meeting minutes.
- Maintains log of all Committee activities.
- Performs projects or assignments in conjunction with Executive members.
- Takes meeting minutes and provides those minutes to the Regional Executive Vice-President of Ontario within 1 month of the meeting taking place.

Treasurer:

- Prepares and monitors the Committee's budget.
- Prepares and presents financial statements annually for the Committee.
- Is 1 of the signing officers for the bank account along with 1 other Executive member.
- Maintains portfolio expenses of yearly activities.
- Maintains an overview of the finances for the Committee.
- Ensures financial viability.
- Ensures proper financial records and procedures are maintained.
- Audited Financial statement and relevant bank information to be submitted by the end of the year to the REVP's office.

Committee Meetings:

The Committee must meet at least 4 times a year, as per the PSAC Constitution to maintain accreditation.

Quorum must be at least a minimum of 5 committee members, including the Chair or an executive member standing in for the Chair.

Annual General Meeting

The Annual General Meeting is held in the first quarter to present reports, conduct elections, review financial statements and pass the budget for the year.

The Annual General Membership Meeting shall be held on not less than thirty (30) days' written notice to the membership of the date, time and location of the meeting.

Elections

The member nominated shall become a candidate only after accepting such nomination either verbally at the meeting at which nomination occurs or in writing if acceptance is not communicated at a meeting of the membership. The nominator, seconder, and Nominee must all be members in good standing of PSAC.

Executive Officers shall serve a 2-year term or the remainder of, in the case where a position is vacated and be elected at an Annual General Membership Meeting. The Chair and Treasurer will be elected in even years and the Vice Chair and Secretary will be elected in odd years.

Guest Speakers:

Notice of guest speakers or of specific topics must be provided to the membership at least 2 weeks before a Committee event occurs.

Finances:

The Executive Committee in whole or part shall approve or consider all proposals for expenses. All receipts for expenses must be forwarded to the Treasurer with relevant documentation and an explanation for payment. Receipts for expenses must be submitted to the Treasurer. Cheques must be signed by 2 Committee Executive members who have not incurred the expense the cheque is for.

Modification of the Terms of Reference:

These terms of reference shall be reviewed at least annually, and as required by the Committee. Proposed amendments to the Terms of Reference shall be submitted and posted 30 days prior to the annual general meeting that they will be adopted at. Changes to any Committee Terms of Reference shall be adopted following a vote at an annual general membership meeting. There needs to be %50 + 1 of members present having the right to vote, be in favour of the change.