

EXECUTIVE BOARD SUB-COMMITTEES

(* Committee Chairperson)

| COMMITTEE NAME | NO. OF POSITIONS | COMMITTEE MEMBERS |
|-------------------------------------|------------------|---|
| Complaints | 3 | * Second Vice President: James Rockey Carrie Coffin Laurie Montgomery |
| Hiring & Contract Review | 5 | * 2nd Vice President: James Rockey Treasurer: Leo Derkach Recording Secretary: Karen Miller Member-at-large: Sheldon Franco Therese Doucet |
| Liaison | 3 | * First Vice President: Gary Iskiw Second Vice President: James Rockey Zonia Wuschenny |
| Membership Services | 6 | * Chief Shop Steward: Zonia Wuschenny City of Edm. Unit Rep: Therese Doucet E.S.S.F. Rep: Darren Chivers EPCOR Edmonton Rep: Shari Ash EPCOR Calgary Rep: Dana Shineton Library Rep: Amanda Hall Capital Power Rep: VACANT |
| Policy & Procedure | 4 | * First Vice-President: Gary Iskiw Carrie Coffin Amanda Hall Darren Chivers |
| Union Management | 3 | * First Vice-President: Gary Iskiw Randy Rogiani Leo Derkach |

NOTE: To be updated and approved at the December Executive Board Meeting.

* Chair

APPROVED: Nov. 13/07 (Executive Board Mtg.)

APPROVED: Sept. 11/07 (Executive Board Mtg.)

APPROVED: Jan. 13/09 (Executive Board Mtg.)

APPROVED: Jan. 12/10 (Executive Board Mtg.)

TERMS OF REFERENCE

COMPLAINTS COMMITTEE (Executive Board Sub-Committee)

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President.
2. To investigate all written complaints received by the Executive Board and filed against C.S.U. 52 Office Staff (members of United Steelworkers Local 5885)

OBJECTIVES:

1. To resolve the issues in a timely manner and give a written report to the involved parties and the Executive Board.
2. To attempt to interview all involved parties concerned in the complaint.
3. To start investigation and respond to the complainant within thirty (30) days of receiving the complaint.

RESPONSIBILITIES:

1. The Sub-Committee shall report to the Executive Board at each regular scheduled Executive Board meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. Changes to the Terms of Reference shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the terms of reference to the Executive Board for approval.
4. All investigation including correspondence, notes and discussion shall be strictly confidential within this Committee.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of the Second Vice President plus two (2) Executive Board members elected at the December Executive Board meeting.
2. Term – one (1) year.
3. The Chairperson shall be the Second Vice President.
4. Any breach in confidentiality may result in removal from this Committee by the Executive Board.

MEETINGS:

- The meetings shall be at the call of the elected Chairperson on an “as required” basis.

APPROVED: Sept. 11/07 (Executive Board Mtg.)

APPROVED: Jan. 12/10 (Executive Board Mtg.)

TERMS OF REFERENCE

HIRING & CONTRACT REVIEW COMMITTEE

(Executive Board Sub-Committee)

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President directly.
2. To review and negotiate the Collective Agreement between C.S.U. 52 and C.S.U. 52 employees of the United Steelworkers Local 5885.
3. To review and negotiate all C.S.U. 52 staffing contracts.
4. To be responsible to submit Contract and Collective Agreement recommendations to the Executive Board who shall approve and execute the agreements.
5. To be responsible to write job postings and classified advertisements for any vacant office staff positions.
6. To review applications from C.S.U. 52 postings for hiring Office Staff, to interview qualified applicants and to submit the name of the recommended applicant to the Executive Board for approval.
7. To ensure there exists a current job description, approved by the Executive Board, for every C.S.U. 52 office staffing position.

OBJECTIVES:

1. To provide the Executive Board with recommendations of staffing contracts and hires.

RESPONSIBILITIES:

1. The Sub-Committee shall report to the Executive Board at each regular scheduled Executive Board meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. Changes to the Terms of Reference shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the Terms of Reference to the Executive Board for approval.
4. To recommend to the Executive Board the names of the three (3) most qualified and successful candidates on job postings. The Committee shall list the candidates in preferential order.
5. The Committee shall notify the candidates of the Executive Board's decision.
6. Changes to the existing job descriptions of C.S.U. 52 Office Staff positions must be submitted to the Executive Board for approval.
7. To offer new office staff Associate Membership within thirty (30) days of their start date as per Constitution Article 3.06 (b).

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of the Second Vice President, the Treasurer, the Recording Secretary and one (1) additional Executive Board member elected at the December Executive Board meeting; plus one (1) member-at-large elected by the General Membership at the November General Meeting.
2. Term - one (1) year.
3. The Chairperson shall be the 2nd Vice President and shall be an Executive Board member.

MEETINGS:

- The meetings shall be at the call of the elected Chairperson on an "as required" basis.

APPROVED: Aug. 14/07 (Executive Board Mtg.)

APPROVED: Sept. 11/07 (Executive Board Mtg.)

APPROVED: Jan. 13/09 (Executive Board Mtg.)

APPROVED: Jan. 12/10 (Executive Board Mtg.)

TERMS OF REFERENCE

LIAISON COMMITTEE (Executive Board Sub-Committee)

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President directly.
2. To forward Committee Terms of Reference to all Committees.
3. To forward a copy of all Committees Terms of Reference to the Constitution & Bylaws Committee for possible violations and conflicts to the Constitution & Bylaws.
4. To meet and review with each Committee their Terms of Reference and to identify any Constitution & Bylaws violations and conflicts
5. To notify the Policy & Procedure Committee of any Constitution & Bylaws violations and conflicts.
6. To provide guidance, direction and interpretations for each Committee regarding their roles and responsibilities.

OBJECTIVES:

1. To provide a current Terms of Reference to all Committees and the Constitution & Bylaws Committee by December 15 of each year.
2. To meet with all Committees prior to the end of January of each year.
3. To be available for follow-up meetings upon request from Committees.

RESPONSIBILITIES:

1. The Sub-Committee shall report to the Executive Board at each regular scheduled Executive Board meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. Changes to the Terms of Reference shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the Terms of Reference with recommended revisions to the Executive Board for approval.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of the First Vice-President, the Second Vice-President plus one (1) additional Executive Board member elected at the December Executive Board Meeting.
2. Term – one (1) year.
3. The Chairperson shall be the First Vice President.

MEETINGS:

- The meetings shall be at the call of the Chairperson on an “as required” basis.

APPROVED: Aug. 14/07 (Executive Board Mtg.)

APPROVED: Sept. 11/07 (Executive Board Mtg.)

APPROVED: Jan. 13/09 (Executive Board Mtg.)

TERMS OF REFERENCE

MEMBERSHIP SERVICES COMMITTEE (Executive Board Sub-Committee)

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President directly.
2. Work with front Office Staff to provide up-to-date General Membership listings.

OBJECTIVES:

1. Keep accurate account of Shop Stewards, Mailout Representatives and Members, as well as their current work locations within the Union.
2. Promote an annual membership drive prior to the November elections.

RESPONSIBILITIES:

1. The Sub-Committee shall report to Executive Board at each regular scheduled Executive Board meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. Changes to the Terms of Reference shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the terms of reference to the Executive Board for approval.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of the Chief Shop Steward plus each Contractual Unit Representative on the Executive Board.
2. Term – one (1) year.
3. The Chairperson shall be the Chief Shop Steward.

MEETINGS:

- The meetings shall be at the call of the Chairperson on an “as required” basis.

APPROVED: Aug. 14/07 (Executive Board Mtg.)

APPROVED: Sept. 11/07 (Executive Board Mtg.)

TERMS OF REFERENCE

POLICY & PROCEDURE COMMITTEE (Executive Board Sub-Committee)

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President directly.
2. To review and update the Union's Policy & Procedure Manual, all Terms of Reference and Committee forms and guidelines.
3. To review recommendations, additions, amendments and deletions to the Manual upon requests from the General Membership and the Executive Board.
4. Any changes will be subject to the approval of the Executive Board and ratification before the General Membership.

OBJECTIVES:

1. To update the manual on an annual basis and present it at the November General Meeting with a copy to be sent to all Shop Stewards.

RESPONSIBILITIES:

1. The Sub-Committee shall report to the Executive Board at each regular scheduled Executive Board meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. The Policy & Procedure Committee shall request the Constitution & Bylaws Committee review all the Committees' Terms of Reference and respond to changes for any conflicts or violations.
4. Committees that make changes to their Terms of Reference must submit them to the Policy & Procedure Committee.
5. The Sub-Committee shall forward the Terms of Reference with recommended revisions, to the Executive Board for approval.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of the First Vice-President plus three (3) additional Executive Board members elected at the December Executive Board meeting.
2. Term – one (1) year.
3. The Chairperson shall be the First Vice President.

MEETINGS:

- The meetings shall be at the call of the Chairperson on an "as required" basis.

APPROVED: Aug. 14/07 (Executive Board Mtg.)

APPROVED: Sept. 11/07 (Executive Board Mtg.)

APPROVED: Jan. 13 /09 (Executive Board Mtg.)

APPROVED: Jan. 12/10 (Executive Board Mtg.)

TERMS OF REFERENCE

UNION MANAGEMENT COMMITTEE (Executive Board Sub-Committee)

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President directly.
2. To promote better communication, mutual respect and understanding between the employees of C.S.U. 52, United Steelworkers Local 5885 and the Executive Board of C.S.U. 52.
3. To discuss ways and means of improving working relations, and conditions of work and staff development in addition to office policies and procedures.

OBJECTIVES:

1. The Sub-Committee shall report to the Executive Board on the above issues for discussion and resolution.

RESPONSIBILITIES:

1. The Sub-Committee shall report to the Executive Board at each regular scheduled Executive Board Meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. Changes to the Terms of Reference shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the terms of reference to the Executive Board for approval.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of the First Vice President, one (1) Executive Board member elected at the December Executive Board Meeting and one (1) Building Committee member elected in December.
2. Term-one (1) year.
3. The Chairperson shall be the First Vice President.

MEETINGS:

1. The meetings shall be held quarterly (minimum) or on an "as required" basis.
2. The meetings shall be co-chaired by Management and Union.

APPROVED: Aug. 14/07 (Executive Board Mtg.)

APPROVED: Sept. 11/07 (Executive Board Mtg.)

APPROVED: Jan. 12/10 (Executive Board Mtg.)