

# TERMS OF REFERENCE MEMBERS & COMMUNITY SUPPORT COMMITTEE

(hereinafter called the “Committee”)

## **PURPOSE:**

1. The Committee exists and operates as per the Union 52 Benevolent Society Bylaws, Schedule 1.
2. To provide financial assistance to members.
3. To provide educational bursaries to dependents of participating, deceased or retired members.
4. To provide financial support to members for continuing education related to union, labour or career development.
5. To provide financial assistance to non-denominational charitable organizations and/or benevolent outreach programs.

## **OBJECTIVES:**

1. To make recommendations to the Board of Directors (the “Board”) and Union Membership regarding the criteria and formulas for the distribution of funds.
2. To provide short-term financial assistance to members upon the demonstrated need following the approved criteria and formula.
3. To provide educational bursaries to dependents of participating, deceased and retired members following the approved criteria and formula.
4. To provide financial support to members undertaking continuing education by an accredited institution related to union activities, the labour movement or career development following the approved criteria and formula.
5. To provide financial support to charitable organizations and/or benevolent outreach programs following the approved criteria and as directed by the Board and Union Membership.
6. To manage the financial distribution of funds in support of CSU 52 social unionism as directed by the Board and Union Membership.

## **RESPONSIBILITIES:**

1. To draft an annual work plan outlining proposed dates and deadlines for the following year.
2. The Committee will review and recommend to the Board and Union Membership the criteria and formulas for the distribution of funds supporting the various objectives as per the Union 52 Benevolent Society Bylaws, Schedule 1.
3. The Committee will prepare an annual fund disbursement to the Treasurer for presentation and approval as part of the budget process.
4. Members of the Committee will conduct interviews with members requesting financial assistance.

5. The Committee will meet or communicate with community organizations requesting donations, prioritizing community needs and membership input.
6. The Committee will request any increase in operating fund needs to the Board for approval.
7. Meeting notes and documents containing information of a personal, private and confidential nature, shall be kept in a locked file in the Union Office at all times and be available only to the members of the Members & Community Support Committee.
8. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff, members, non-denominational charitable organizations and/or benevolent outreach programs.
9. The Committee will follow the CSU 52 Brand policy and procedures.
10. The Committee Chair will provide the Financial Administrator and the Treasurer with their proposed committee operating budget by November 1<sup>st</sup> of each year. Budgets should include details of proposed income and expenditures.
11. The Committee Chair will submit a copy of their meeting minutes, excluding meeting notes and documents containing information of a personal, private and confidential nature, and will include attendance records to the Office Administrator and the Financial Administrator within fourteen (14) calendar days of each Committee meeting.
12. Union expenses less than one-hundred dollars (\$100) may be paid by Committee members and submitted to the Financial Administrator for reimbursement within fourteen (14) calendar days of expenditure with receipts and supporting documentation.
13. Union expenses more than one-hundred dollars (\$100) must be paid to the vendor directly by the Union through the Financial Administrator. The Committee will advise the Financial Administrator of the pending vendor and sale with full details of the expense and appropriate supporting documentation.
14. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.
15. The Committee will review their Terms of Reference and submit proposed changes to the Policy & Procedures Committee. The Policy & Procedures Committee will forward the proposed changes with their recommendation to the Board for approval.

#### **MEMBERS & TERMS OF OFFICE:**

1. The Committee is to consist of the Treasurer and six (6) members elected by the Union Membership at the January General Meeting.
2. Three (3) members elected in odd years and three (3) members elected in even years, all for two (2) year terms.
3. Committee positions will be determined amongst the Committee.

#### **MEETINGS:**

1. The initial meeting of the Committee, to be held in January, shall:
  - a. discuss the Terms of Reference; and
  - b. elect committee positions.

2. The Committee will meet once a month.
3. Special meetings of the Committee may be called by the Chair, or at the request of four (4) members of the Committee to the Chair, on forty-eight (48) hours' notice.
4. A quorum at any Committee meeting is four (4) members. If the Chair is not present at a meeting, those members who are present shall elect a Chair for that meeting.
5. Committee members are expected to attend scheduled meetings. Excessive or unreasonable amount of absence of a member may result in the removal from the Committee as deemed necessary by the Board.

#### **DECISION-MAKING:**

1. Every effort will be made to reach a consensus when making decisions. If a consensus cannot be reached, members shall vote as detailed below.
2. All "decisions" of the Committee related to community organization funding will be presented to the Board as recommendations for Board approval.
3. Final decisions related to approved budget items in the areas of bursaries and financial aid to members are made by the Committee.

#### **VOTING:**

1. Each member of the Committee is entitled to one (1) vote.
2. In the case of a tie vote, the motion shall be considered defeated.

#### **ADMINISTRATIVE SUPPORT TO COMMITTEE:**

1. A part-time Administrative Support person provides administrative support to the Committee as may be required.

#### **CONFIDENTIALITY:**

1. The Committee shall adhere to the Oath of Confidentiality.
2. The Committee members shall sign the Oath of Confidentiality and Declaration to Office.

#### **REPORTS:**

1. The Chair will report to the Board, including fund disbursements, on a monthly basis or as frequently as the meetings occur.
2. The Chair will report to the Union Membership at the regularly scheduled meetings.
3. The Committee will submit annual reports to the Union Membership.