

TERMS OF REFERENCE YOUNG WORKERS COMMITTEE

(hereinafter called the “Committee”)

PURPOSE:

1. To build and foster relationships among the young workers of CSU 52 encouraging their involvement in the Union.

OBJECTIVES:

1. To engage our young workers through various union supported activities.
2. To understand what is important to young workers to successfully engage them.
3. To introduce and support the young workers within the Union Membership as a whole.

RESPONSIBILITIES:

1. To draft an annual work plan outlining proposed dates and deadlines for the following year.
2. To provide the Board of Directors (the “Board”) and the Chair of all CSU 52 committees with the proposed work plan and dates.
3. To submit a financial summary, including all income and expenses, to the Financial Administrator and Treasurer within thirty (30) calendar days of any social event.
4. To submit a financial summary of all income and expenses to the Union Membership within ninety (90) calendar days of any social event.
5. To create processes to help the Union understand what is important to young workers, maintaining these documents for reference and guidance for various Union uses (i.e. bargaining, engagement, etc.).
6. To maintain documents and processes in relation to Committee functions for future reference and guidance.
7. To organize regular events within a timely manner to ensure best results.
8. To work collaboratively with CSU 52 Office Staff to ensure the elements of an event are finalized in a timely manner including the return of all proceeds of all ticket sales, with supporting documents and all unsold tickets.
9. To assist in the promotion of social events approved by the Board, as brought forth from other CSU 52 committees.
10. To evaluate outcomes, accomplishments and progress, compiling a year-end report to the Board.
11. To collaborate with the Contractual Unit Directors and Chief Shop Steward as part of the engagement strategy and succession planning.
12. To collaborate with other committees (such as Social and Publications) to ensure event and participation success.
13. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.

14. The Committee will follow the CSU 52 Brand policy and procedures.
15. The Committee Chair will provide the Financial Administrator and the Treasurer with their proposed Committee budget by November 1st of each year. Budgets should include details of proposed income and expenditures.
16. The Committee Chair will submit a copy of their meeting minutes, including attendance records, to the Office Administrator and the Financial Administrator within fourteen (14) calendar days of each committee meeting.
17. 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.
18. 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.
19. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.
20. 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 five (5) members elected by the Union Membership at the January General Meeting. It is encouraged to have at least one (1) younger representative from each contractual unit.
2. Three (3) members elected in odd years and two (2) 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 Committee Terms of Reference;
 - b. review the work plan and budget; and
 - c. elect committee positions.
2. Committee meetings will be held at the discretion of the Committee to a maximum of ten (10) meetings per year, including the initial meeting in January.
3. Should the Committee require any additional meetings, they must have prior Board approval.
4. 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.