

**TERMS OF REFERENCE:
ANTI-RACISM & DISCRIMINATION AD-HOC STEERING COMMITTEE**

(hereinafter called the “Committee”)

WHEREAS:

1. The board of directors Policy & Procedure Committee is responsible to draft Terms of Reference for CSU 52 committees; and
2. The best practice for anti-racism and discrimination organizing is to have leadership by and for those who are directly impacted by racism and discrimination; and
3. The board of directors of CSU 52 supports Indigenous, Black, and/or People of Colour (IBPOC) to serve on an ad-hoc steering committee to draft Terms of Reference for a standing committee;

BE IT THEREFORE RESOLVED THAT:

1. CSU 52 create an **ad-hoc steering committee** composed of Indigenous, Black, and/or People of Colour to draft the Terms of Reference for a **standing committee** on Anti-Racism and Discrimination.

PURPOSE:

1. To create Terms of Reference for a new Standing Committee on Anti-Racism & Discrimination by September 30, 2021. These will be presented to the board of directors at the October 12, 2021 board meeting and to the membership at the December 7, 2021 general meeting.

OBJECTIVES:

1. Understand CSU 52 members’ experiences with racism and discrimination within the work place and the union.
2. Engage and recruit members from October to December 2021 to the forthcoming Standing Committee to be elected at the January 11, 2022 General Membership meeting.
3. Collaborate with other CSU 52 committees on common goals.

RESPONSIBILITIES:

1. The Committee will review these Terms of Reference and submit proposed changes to the Policy & Procedures Committee by August 1, 2021. The Policy & Procedures Committee will forward the proposed changes with their recommendation to the Board for approval.
2. To draft a work plan outlining proposed dates and deadlines for the term.
3. To provide the Board and the Chair of all CSU 52 committees with the proposed work plan and dates.

4. Should the Committee require funds to support its purpose and objectives, the Committee Chair will provide the Board with a budget request and justification by September 1st.
5. To gather members' experiences with racism and discrimination (eg. stories, preliminary data, etc.) and summarize for the board of directors, membership, and forthcoming standing committee.
6. To present the draft Terms of Reference at the October 12, 2021 board meeting.
7. To organize presentations and recruitment for IBPOC members and/or allies on the forthcoming Standing Committee on Anti-Racism & Discrimination.
8. To facilitate in the delivery of presentations and recruitment, if need be.
9. To present the final Terms of Reference at the December 7, 2021 general membership meeting.
10. To support potential Standing Committee candidates in advance of the January 11, 2022 election.
11. To nominate eligible candidates for the Standing Committee at the January 11, 2022 general membership meeting.
12. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.
13. The Committee will follow the CSU 52 Brand policy and procedures.
14. The Committee Chair will submit a copy of their meeting minutes, including attendance records, to the Administrative Team Lead and the Finance department within fourteen (14) calendar days of each committee meeting.
15. Printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.

MEMBERS & TERMS OF OFFICE:

1. The ad-hoc steering committee is to consist of at least five (5) members to a maximum of seven (7) members who self-identify as Indigenous, Black, and/or Person of Colour.
2. The ad-hoc steering committee term shall be June 30, 2021 to December 31, 2021.
3. The ad-hoc steering committee will be selected from members who submit an Expression of Interest by June 15, 2021.
4. Committee positions will be determined amongst the committee.

MEETINGS:

1. The initial meeting of the Committee, to be held in July, shall:
 - a. discuss and confirm these Ad-hoc Steering Committee Terms of Reference;
 - b. create a work plan; and
 - c. elect committee positions.

2. The committee may meet as frequently as needed; however, a maximum of six (6) meetings will be paid honoraria in 2021, including the initial meeting in July.

3. 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.

APPROVAL DATE: May 25, 2021

REVIEW DATE: