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## **TERMS OF REFERENCE**

### **PURPOSE OF THE COMMITTEE**

The Political Action Committee will make recommendations to the CUPE BC Executive Board to build membership capacity and participation in the effort to elect the New Democratic Party (NDP) federally, provincially, and, where applicable, locally. The committee will support the election of progressive candidates through issue-based campaigns, member-to-member contact, rallies and protests, and other methods of support.

### **STRUCTURE OF COMMITTEE**

Chairperson to be appointed by the CUPE BC President.

Co-Chairperson to be elected by the committee.

Recording secretary to be elected by the committee.

One member appointed from the Young Workers Committee.

Members are appointed by the Executive Board.

A CUPE National staff representative will be assigned to support the committee by attending meetings, providing advice and guidance to the committee, and liaising with other CUPE National staff and departments.

All committee members must maintain membership in the New Democratic Party throughout the term of the committee. Failure to do so may result in the removal from the committee by a majority vote of the Executive Board.

### **TERM**

The term of service on the committee is two years or as otherwise determined by the Executive Board.

### **RESPONSIBILITIES**

- The committee shall take direction from, and be responsible to, the CUPE BC Executive Board. Between meetings of the Executive Board, tasks may be assigned to the committee by the Administrative Committee or by the President.
- The committee Chairperson shall report on a regular basis to CUPE BC Executive Board.
- Submit signed copies of minutes of all meetings to the CUPE BC office as soon as possible following meeting adjournment.
- Inform CUPE members of the value of participation in political action and the importance of electing progressive candidates generally and to boards and agencies which employ CUPE members.
- Make recommendations to the Executive Board to deal with resolutions passed at the CUPE BC Convention concerning political action.
- Make recommendations to the Executive Board on courses for CUPE members to build skills and experience in campaigns and build other political action skills.
- Work in conjunction with other committees where activities may overlap.
- To review and recommend the role of Zone Coordinators to the provincial executive board.
- A report of the committee's activities for the preceding year shall be submitted to the Secretary-Treasurer of CUPE BC upon request.

**COMMITTEE GOALS AND OBJECTIVES**

Specific goals and objectives for the committee to work towards during the term are to be determined at the One Big Committee Meeting (OBCM) and will be outlined in the committee action plan. OBCM will normally be held in the fall following the appointment of the committee. Goals and objectives must be consistent with the purpose of the committee, the CUPE BC Constitution, and any resolution(s) passed at the CUPE BC Convention. They must be approved by the Executive Board prior to implementation.