



Member Engagement Committee Terms of Reference 2025-2026

1. Member Engagement Committee:

The Member Engagement Committee works under the general Terms of Reference and Committee Guidebook as follows:

1. To initiate action on items of its own creation within its specific Terms of Reference.
2. To take action on matters referred by the Local/Executive and/or Provincial.
3. To undertake the development of events and activities to engage the membership of ETFO-UCL.
4. To request the distribution of member engagement materials to members through the ETFO-UCL President.
5. To assist the Chairperson in planning and carrying out the committee's activities.

2. Duties of the Chairperson:

The Chairperson works under the general Terms of Reference and Committee Guidebook as follows:

1. To call meetings of the Committee.
2. To facilitate the activities of the Committee.
3. To present a report of the Committee's activities to the Annual Meeting of the Local.
4. To carry out such direction as the Local Executive provides.
5. To prepare a written report of the Committee's activities for the Local Executive
6. To take all motions referred by the Committee to the Local Executive.
7. To take action on motions referred by the Local and/or Executive.

3. Duties of the Committee:

1. To attend committee meetings regularly and actively collaborate to plan and carry out activities.
2. To inform the Chair when just cause prevents attendance. No more than three (3) meetings to be missed in a year without just cause.

Approved by Committee: Nov. 10, 2025 Approved by ETFO-UCL Executive: Nov. 19, 2025