



Member Engagement Committee Terms of Reference 2021-2023

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.
4. To undertake the distribution of committee materials to members.
5. To assist the Chairperson.

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 co-ordinate 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:

To attend committee meetings regularly and 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 ETFO-UCL Executive: November 24, 2021