



Political Action/Public Relations Committee Terms of Reference 2021-2023

1. Political Action/Public Relations Committee:

The Political Action/Public Relations Committee shall work under the general Terms of Reference 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 assist the Chair when requested.

2. Duties of the Political Action/Public Relations Chairperson:

As per the Committee Guidebook (7.0)

The Chair shall:

- chair the meeting
- schedule all committee meetings in consultation with committee members (i.e. dates, times, locations, meals, etc)
- cancel and/or reschedule an inquorate meeting, when possible
- familiarize the committee with its mandate (i.e. *Committee Terms of Reference*)
- set all initial agenda items
- provide committee members with an agenda
- provide committee members with the minutes of the previous meeting in advance of the committee meetings
- provide committee members with Expense Claim forms (to be returned to the office to the attention of the Treasurer, either by the committee member or the Chair)
- request release time for committee members, (6 days notice is required)
- submit meeting minutes to the Executive Assistant
- act as a contact/resource person for the committee
- report to Executive, in person or via the Executive liaison (i.e. meeting minutes)
- take all motions referred by the committee to the Executive
- consider motions referred by the Local and/or Executive
- obtain approval regarding expenses (events/initiatives exceeding \$500.00; (refer to Committee Program Fund and Equity Fund guidelines and Costing Guide)
- following a meeting and/or initiative/event After the approved expenses have been incurred, the Chair must submit a completed Costing Guide which was initially presented to Executive, consolidated expense claim package to the office (to the attention of the Treasurer)
- The completed Event Costing Guide should must be accompanied by: all ETFO-UCL expense claims, and/or other receipts, Costing Guide, ETFO Provincial forms, if initiative/event will be subsidized/paid for in part or whole by Provincial)
- present a report of the committee's activities at the ETFO-UCL Annual General Meeting

3. Duties of the Political Action/Public Relations Committee:

- 1) To encourage local members to attend political action activities.
- 2) To make recommendations to the Executive to work in conjunction with other committees, organizations with regard to political issues affecting teachers.
- 3) To provide resource materials and communication strategies to support effective political action.
- 4) To promote positive perceptions of teachers and public education among our members and throughout our communities.
- 5) To educate members on the policies of political parties and other organizations in order to make informed choices interested in education.
- 6) To engage the public on issues in education
- 7) To attend committee meetings regularly and to inform chair when just cause prevents attendance. No more than three (3) meetings to be missed in a year without just cause. The committee would inform the executive of missed meetings during the year, and at the discretion of the executive, the member would be asked to resign.

Amended: October 25, 2021 Approved by ETFO-UCL Executive: November 24, 2021

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