



Status of Women Committee Terms of Reference 2023-2025

1. Status of Women Committee:

The Status of Women Committee shall work under the general Terms of Reference as follows:

- 1) To reach out to and plan activities with community-based women's organizations
- 2) To liaise with and plan with other Status of Women organizations
- 3) To support Women and children's poverty initiatives in the Board area
- 4) To plan local Status of Women activities
- 5) To consider acting on matters from Provincial and the Local/Executive
- 6) To assist the Chair when requested.

2. Duties of the Status of Women Chairperson:

- 1) The Chair shall:
 - Chair all meetings of the committee
 - 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 initial agenda items
 - Provide committee members with an agenda
 - Provide committee members with the minutes of the previous meeting in advance of the committee meeting
 - 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)
- 2) To call meetings of the committee
- 3) To co-ordinate the activities of the committee
- 4) To present a report of the committee's activities to the Annual General Meeting of the Local
- 5) To prepare a report to the Executive Meetings
- 6) To consider motions referred by the Local and/or Executive

3. Duties of the Status of Women Committee:

- 1) To communicate with local members regarding the status of women issues and provincial women only programs.
- 2) To encourage local members to attend status of women activities.
- 3) To work in conjunction with other committees and OTF affiliates regarding status issues
- 4) Provide Woman focused workshops on professional and personal development.
- 5) Encourage the development of curriculum material and activities which present a positive image of girls and women students.
- 6) To support local shelters, food banks and agencies supporting women and children.
- 7) 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.