

VIDC EDUCATION COMMITTEE

Terms of Reference 2011-2012

Adopted December 3, 2011

Name: Vancouver Island District Council (VIDC) Education Committee (referred to as “the Committee”).

Members:

Membership of the Committee, at a minimum includes a Chair and Co-Chair, to a maximum of 5 members. The Committee actively seeks representation from the south, central, west side and north of Vancouver Island and Powell River as well as representation from across CUPE sectors.

The Chair is elected by VIDC delegates. The Co-chair is elected by the Committee. All committee members are presented to the VIDC for endorsement.

- **Chair** –responsible to oversee work of the Committee, reports to VIDC Executive, liaises with CUPE union education staff, and communicates the Committee work to the VIDC delegates at general meetings.
- **Co-chair** – shares organizational duties with Chair, represents Committee in Chair’s absence.

Goals:

Promote union education (broadly defined) on Vancouver Island and Powell River.

Objectives:

1. Help support and promote the offering and coordination of CUPE Union Education workshops and schools.
2. Identify gaps, capacities and opportunities for creative and effective union education, and take these observations to the appropriate bodies and staff for action.
3. Liaise with other VIDC committees, CUPE BC staff, and other groups with a mandate or interest union education on the Island.

Guidance from the Board / Lead Group and Resources and Budget

The Chair will report the Committee work to the VIDC Executive four times a year, and present an annual budget.

Budget includes amounts to support a minimum of 4 Committee meetings per year, communication and outreach to VIDC locals, and other out of pocket expenses incurred by members to carry out the work of the Committee.

Resources for Committee members to participate in CUPE BC Education Committee activities will be provided by CUPE BC.

It is not expected that Committee members or their Locals incur the out of pocket expenses for contributing to the work of the VIDC Education Committee.

Governance

Decision making of the Committee will be by consensus.

Major decisions will be made during the 4 face to face committee meetings per year. Minor decisions, reports on work may be conducted via teleconference or Skype. For urgent unanticipated items requiring immediate decisions, the Chair may poll Committee members via email.

Quorum for any decisions will be 2/3 of the Committee, including the Chair.

VIDC Education Committee Internal Notes

- Relationships to other committees:
 - VIDC Education connects to other CUPE Education Committees throughout the province via CUPE BC Education Committee.
 - VIDC Education connects with the VIDC Resolutions Committee regarding potential resolutions on Education issues.
- How communications outside of meetings will be conducted:
 - Communications outside of regular meetings will be conducted primarily by email.
- Where shared information, such as plans and contact information, will be stored:
 - The Chair will take responsibility for storing all Committee materials and resources, hard copies of documents, electronic copies, in a secure location.
- Schedule of meetings and/or other important timelines.
 - In general, Committee meetings will be held the Friday evening before general VIDC meetings, in Nanaimo.
- Initiatives for consideration for 2012:
 - Investigate issues regarding to barriers to participation, difficulties that VIDC Locals might be experiencing in supporting members to participate in union education activities.
 - Create a database of potential education support resources in Vancouver Island communities e.g. appropriate spaces for workshops, e.g. local union gatherings and events where education opportunities could be piggy-backed.
 - Investigating union education materials being available through public locations such as libraries
 - Promote alternative mechanisms for union education delivery e.g. use of a VIDC webpage, an online book club, recommended films, lists of self-study resources, links to online sources of information and education
 - Mentoring between members and locals
 - Hosting gatherings, in services on emerging issues not currently covered by the CUPE BC curriculum
 - Identifying potential allies with organizations who share a union education mandate, and with individuals who have expertise in union education e.g. instructors, researchers of union/labour history
 - Document, from VIDC Locals and members, suggestions, ideas, needs for education related resolutions, ideas for new curriculum, and any feedback on existing union education workshops