



CUPE NOVA SCOTIA

Quick Fact Sheet for all Committees

- Committees shall be comprised of four members and one (1) youth member and shall serve a term of (2) two years. Members can only sit on one Committee at a time.
- Chairpersons of Committees shall be elected from within the respective Committees.
- The CUPE Nova Scotia Executive Board may appoint members to any vacated positions.
- Committees shall provide a mission statement.
- Committees play an advisory role to the CUPE Nova Scotia Executive Board and can only hold one face-to-face meeting per calendar year. All other meetings of Committees shall be by teleconference.
- Committees shall work within the parameters of the particular interest of the committee and must work to promote and offer information and assistance to the affiliates in their designated subject.

The Standing Committees of CUPE Nova Scotia shall be established as follows:

- (a) Women's Committee
- (b) Health & Safety Committee
- (c) Contracting Out & Privatization Committee
- (d) Political Action Committee
- (e) Human Rights Committee
- (f) Education Committee
- (g) Global Justice Committee
- (h) Pension Committee

- The Committee Chair must ensure there are written minutes of all meetings and file a written report for each CUPE Nova Scotia Executive Board meeting and CUPE Nova Scotia Convention, have a budget and work plan approved by the CUPE Nova Scotia Executive Board.
- All correspondence of the Committee must be approved by the President and will be mailed in a general mail out.
- All Committee work shall conform with the CUPE Nova Scotia National Constitution, By-Laws and Policies of the Canadian Union of Public Employees.
- Expenses for Committees are for the sole purpose of Committee meetings, functions, planned activities and or related to the work of the Committee.
- Attendance at non-CUPE or other functions must directly pertain to the Committee mandate and be approved by the CUPE Nova Scotia Executive Board.
- Committees shall not be permitted to cover expenses of any of its members to attend conventions.
- Committees can work jointly with other Committees on any planned activities.
- Committees have the right to formulate Resolutions and Constitutional Amendments for submission to the CUPE Nova Scotia Convention.
- One (1) member of the CUPE Nova Scotia Executive Board shall sit as an advisor or liaison member of a Committee as designated by the President of CUPE Nova Scotia.
- The Committee Chair must keep the liaison informed who shall report activities to CUPE Nova Scotia Executive Board.
- All expenses incurred by the liaison to the Committee shall be covered under the Defense Fund.
- The Committee Chair must keep the Secretary-Treasurer of CUPE Nova Scotia apprised of its Chairperson and any funds raised by a Committee shall be sent to the Secretary-Treasurer.
- CUPE Nova Scotia reserves the right to dissolve any inactive Committee by a two-thirds majority vote of the CUPE Nova Scotia Executive Board.