



Quick Fact Sheet for all Committees

The standing committees of CUPE Nova Scotia shall be established as follows:

Contracting Out and Privatization Committee	Human Rights Committee
Education Committee	Pension Committee
Global Justice Committee	Political Action Committee
Health and Safety Committee	Women's Committee

- Committees shall be comprised of four members and one (1) youth member and shall serve a term of two (2) 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 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 the CUPE Nova Scotia

Division Convention and have a budget and work plan approved by the CUPE Nova Scotia Executive Board.

- All correspondence of the committee must be approved by the division president and will be mailed in a general mail out.
- All committee work shall conform with the CUPE Nova Scotia Constitution and the by-laws and policies of the Canadian Union of Public Employees (CUPE National).
- 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 Division 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.