

AGRICULTURE UNION HUMAN RIGHTS COMMITTEE TERMS OF REFERENCE

January 2010

Title

This committee shall be known as the Agriculture Union Human Rights Committee.

Statement of Principles

To ensure all members of Agriculture Union have full and equal access to participate.

To promote awareness of equity and human rights issues by providing resources, information and educational opportunities for all members.

Membership

The Committee shall consist of the National Director - EO and one (1) representative from each of the seven (7) regions as described in the Agriculture Union Regulation 1(a), Section 2(a).

Regional committee members are elected at the first regional seminar immediately following the Triennial Convention for a term of three years. Alternate representatives are elected at the same time. If the regional committee member position becomes vacant during the three year term, the first alternate will take over the position for the remainder of the term. Vacancies in the alternate positions during the three year term can be filled by holding an election at the next regional seminar.

The National Vice-President chairing the Agriculture Union General Standing Committee and the Agriculture Service Officer assigned to the Human Rights committee will attend all Human Rights Committee meetings with full voice only.

Meetings

As per Agriculture Union Regulation 13, Section 6, the committee shall meet face to face once a year for a minimum of two days. The remainder of meetings will be held as needed via teleconference.

Positions within the Committee

The National Director – EO is the Chairperson of the Agriculture Union Human Rights Committee and also sits on the PSAC EO Committee. The Alternate National Director - EO is the alternate Chairperson of the committee and is therefore the alternate to the PSAC EO Committee. In the event that neither the National Director nor Alternate is available, the National Vice-President who chairs the Agriculture Union General Standing Committee will assume the responsibility of the Chairperson.

The Committee reports through the Chairperson to the National Vice-President who chairs the General Standing Committee on the National Council.

Roles and Responsibilities

Chairperson:

- 1) Chair all Human Rights Committee Meetings.
- 2) Attend the PSAC EO Meetings and report on the meetings to the Agriculture Union Human Rights Committee in a timely fashion.
- 3) Disseminate information about equity and human rights issues to the regional representatives.
- 4) Liaise with the regional representatives.
- 5) Request financial statements for the Human Rights Committee from the Agriculture Union as needed and disseminate the information to committee members.
- 6) Report proceedings of the Agriculture Union Human Rights Committee Annual Meeting to the first National Council meeting following the Human Rights meeting.
- 7) Draft recommendations to the National Executive and/or National Council for approval on issues affecting members in the Agriculture Union.
- 8) Ensure the Human Rights section on the website is up to date.
- 9) Coordinate with the Agriculture Administration Officer and/or Service Officer to ensure preparations are made for meetings including:

Translation and interpretation
Conference call and meeting room details
Advance cheques to committee members
Hotel and transportation arrangements for committee members

Members of the Committee:

- 1) Lobby and educate Agriculture Union delegates who will be at the PSAC Triennial Convention to support significant resolutions passed at PSAC Equity Conferences.
- 2) Provide leadership, information and advice to locals / members in their region on Human Rights issues. Regional reps will establish regional contact lists.
- 3) Through the NDEO, provide information to the National Executive on Human Rights issues.
- 4) Participate in Human Rights education courses. Arrange Human Rights training for members in the regions. Promote PSAC education courses to the members.

- 5) Attend respective Regional Seminars and where possible, Local Annual General Meetings each year in order to deliver presentations and provide reports to the members. Attend and/or encourage other interested members to attend PSAC equity committees in their area, i.e. Regional Women's committees or Human Rights committees.
- 6) Submit an activity report on a semi-annual basis to the Chairperson, which will be sent to the Chair of the General Standing Committee.
- 7) Keep alternates informed.
- 8) Seek nominations as delegates, alternates or observers to the Agriculture Union Triennial Convention as well as to PSAC regional or national conventions, to support equity and human rights issues.
- 9) Lobby government at all levels on Human Rights issues affecting our members and our communities.
- 10) Participate in the task of taking minutes during the National Agriculture Union Human Rights Committee meeting.

Alternates to members:

- 1) Be available to attend any Human Rights function that the committee member cannot attend.
- 2) Actively assist the regional Human Rights representative in his/her duties.
- 3) Assume the duties of the regional Human Rights representative, for the remainder of the three year term, if the seat becomes vacant.