



**NATIONAL CAPITAL REGION (NCR)**

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**STEWARDS' NETWORK COMMITTEE**

**Two (2) year mandate for Committee Members**

**Covering period : 2020-2021 & 2021-2022**

**(Currently not extended due to the COVID-19 pandemic)**

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<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EMAIL</u></b>
<b>Tony Nicolas</b>	<b>Chairperson</b>	<b><u><a href="mailto:fallen_angel@rogers.com">fallen_angel@rogers.com</a></u></b>
VACANT	Alternate Chairperson	
VACANT	Local 70701	
VACANT	Local 70702	
Tony Nicolas	Local 70704	
Sophie Morin	Local 70705	<u><a href="mailto:morin.sophie@icloud.com">morin.sophie@icloud.com</a></u>
VACANT	Local 70707	
VACANT	Local 70708	
VACANT	Local 70709	



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## Terms of Reference

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The committee shall be known as:

**CEIU's NCR SHOP STEWARDS' NETWORK Committee**

The committee will be comprised of CEIU NCR members representing the CEIU National Capital Region. Although membership is not limited to designated members, every effort will be made to involve one member from each of the locals in the region and the committee will be composed as follows:

- *NCR Chief Shop Steward*
- *NCR Alternate Chief Shop Steward*
- *Secretary*
- *A selected member representing one of the following locals:*
  - *70701*
  - *70702*
  - *70704*
  - *70705*
  - *70707*
  - *70708*
  - *70709*

### **THE COMMITTEE'S MEMBERS SHALL ENGAGE AS FOLLOWS:**

- *Members of the Committee should have an interest in issues related to the shop stewards' network;*
- *Ability to solicit the views of committee members and other employees of the locals listed above;*
- *Have the ability to relate to others and express opinions respectfully;*
- *Members must be committed to inclusiveness and open mindedness; and*
- *Have the ability to devote time to participate in planned meetings (amount yet to be determined) (either by teleconference or in person).*

### **ROLES AND RESPONSIBILITIES:**

#### **NCR's Ex-Officio for the NCR's Shop Stewards' Network committee:**

- The NVP NCR;
- In the absence of the NVP-NCR, the A/NVP-NCR;
- The NVP-NCR and/or the A/NVP-NCR shall sit as an ex-officio on this committee;
- Any expenditures requires the prior consent/approval of the NVP-NCR or the A/NVP-NCR.

#### **The Chairperson – NCR's Shop Stewards' Network Committee:**

- *Plans and acts as spokesperson for all committee activities;*
- *Provides direction and leadership to the committee;*
- *Consults members on major issues and consolidates their input;*
- *In collaboration with the alternate chairperson, ensures that committee members plan an active role;*
- *Certifies the accuracy of the minutes;*
- *Calls for the adjournment of the meeting; and*
- *Performs any duty that is delegated by the committee;*

- *Will report and work in collaboration with NCR Executive Council.*

### **The Alternate Chairperson (To be determined at a later date):**

*As determine by the committee, there will be an alternate chairperson across the region and will:*

- *Work in collaboration with the Chairperson;*
- *Fill in for the Chairperson when the Chairperson is not available, or when requested to do so;*
- *Follows up on the concerns brought to the Chairperson's attention and communicates the results to the committee members, if necessary;*
- *In collaboration with the Chairperson, provide direction for the Committee; and*
- *In collaboration with the Chairperson, ensures that committee members play an active role.*

### **Working Groups (To be determined at a later date)**

The committee can set up working groups as needed to help it fulfill its role. Working groups are established for a fixed term to provide advice on specific issues and to take on specific tasks and projects in the short term. Working groups will consist of committee members and other volunteers, as appropriate. The working group will report to the chair and members of the committee.

### **Committee Members**

In addition to contributing to the fulfillment of the roles and responsibilities assigned to the committee as a whole, individual members will:

- *Actively participate in scheduled committee meetings;*
- *Review materials and background information prior to committee meetings and be prepared to discuss materials at committee meetings;*
- *Review committee minutes for accuracy and ensure that interests are properly documented;*
- *Carry out individual assignments with set time lines;*

- *Participate effectively and in good faith in all committee activities;*
- *Work collaboratively with other committee members to achieve consensus on all decisions;*
- *Provide input into committee agenda items and priorities;*
- *Participate in working groups, if required; and*
- *Work with individuals and organizations outside the committee if required to support the work of the committee.*

### **SECRETARY:**

The Secretary will provide secretarial support to the Committee. This will include:

- *Organization of meetings and logistics;*
- *Preparation of the agenda in co-operation with the Chairperson;*
- *Taking and maintaining the minutes of the meeting;*
- *Assembling and maintaining other documents prepared for or by the committee;*
- *Ensuring the Chair has copies of all documents;*
- *Updating the membership list; and*
- *Maintaining the Committee's web site.*

### **Term**

Chair and Vice-Chairpersons will be elected for terms of up to 2 years.

### **Quorum**

Quorum is defined by the majority of attendees at the event.

### **Meetings and Procedures**

Meetings will be held a minimum of 3 times a year, or more often as may be required.