



NATIONAL CAPITAL REGION (NCR)

**HUMAN RIGHTS & RACE RELATIONS
(HRRR) COMMITTEE**

Two (2) year mandate for Committee Members and their respective portfolio

Covering period: 2019-2020 and 2020-2021

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL</u>
Linda Delaney	Chairperson	<u>lindadelaney600@yahoo.ca</u>
VACANT	Alternate Chairperson	
VACANT	Secretary	
VACANT	2SLGBTQ+	
VACANT	Racially Visible	
Denise Camus	Disabilities/Access	
VACANT	First Nations/Aboriginal	



Terms of Reference

The committee shall be known as **CEIU's NCR-HRRR Committee** (National Capital Region's Human Rights Race Relations Committee)

The committee shall be comprised of CEIU NCR's Members from **all the departments represented by CEIU**. While membership is not restricted to the designated groups, every effort will be made to engage a member from each of the following group be represented.

- *First Nations/Métis/Inuit*
- *Members with Disabilities*
- *LGBTQ2+ lesbian, gay, bisexual, queer, transgender and transsexual communities.*
- *Racially Visible*

The Committee's members shall engage as follows:

- *Members of the Committee should have an interest in issues related to Human Rights & Race Relations;*
- *Have the ability to solicit the viewpoints of other employees belonging to the designated employment equity groups and other diverse groups;*
- *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 HRRR 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 require the prior consent/approval of the NVP-NCR or the A/NVP-NCR.

NCR's HRRR Champion:

The HRRR Champion, who is accountable to the National Executive Committee, is the Advisory committee's spokesperson at the National Executive Committee.

- **The Champion: CEIU'S NVP – Human Rights**

The Chairperson – NCR's HRRR 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 vice-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.*

Vice-Chairperson (To be determined at a later date)

As determine by the committee, there will be two vice-chairpersons across the region.

- *Works in collaboration with the Chairperson;*
- *Fills 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.*

The 2nd Vice-Chairperson:

- *Works in collaboration with the Chairperson;*
- *Fills 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 Diversity and Employment Equity Advisory Committee may create working groups as required to assist the Committee to fulfill its role. Working groups are established for a specified term to provide advice on specific issues, and to take on specific short-term tasks and projects. Working groups will be established from the membership of the committee as well as other volunteers as appropriate. The working group will report back to the chair and committee members.

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: CEIU's NUR Representative

The Administrative Assistant 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.