



CEIU |

**Canadian Employment &
Immigration Union**

National Capital Region (NCR)

WOMEN'S ISSUES COMMITTEE

Role & Responsibilities

Roles:

The chairperson's role is to represent the women in the region, identifying issues and needs that are inherent to the members. They are to be conduit to the NCR Executive Council to bring forth issues that need to be addressed. This committee, through the locally designated delegates also has made a commitment to the community and social issues within the NCR.

Responsibilities:

- Elect a Chairperson who will sit on the NCR - President's Council.
- Assist in recruiting an elected women's representative in each of the locals they represent.
- Communication with the local women's rep on the responsibilities they have for their local (events, posting material, reports).
- Organize Women's events for their region. There is 2 main events per year- International Women's Day and National Day of Remembrance on Violence against women. Organization includes:
 - Communication with the Chairperson on events and budget available;
 - Assisting in organizing local events;
 - Budgeting for each local, advancing funds, outlining parameters of expenditures, reconciling regional funds after event is complete, providing a role up of the expenditures and receipts as documentation to the chair;
- Liaise with NCR Local Presidents on issues that have been identified to them;
- Participate in regional and local organized training;
- Knowledge of CEIU structure and PSAC Women's reps;
- Participate, where possible, in PSAC Women's Committee Meetings;
- Provide a written report to the NCR Executive Council prior to the Spring's Presidents Council conference;

- Ensure all communication, posters, information, web site updates are sent to the women's reps and the local presidents;
- Ensure women's rep contact information is accurate and send update to members on the NCR Executive Council as well as the NCR Local Section Presidents;
- Participate in Women's conferences and meetings organized;
- Participate in agendas, identify member issues, follow through on action plans, outlined timeframes and commitments;
- Participate in NCR community social campaigns.