

## Equity & Social Justice Committee Terms of Reference

### 1. Name:

The name of this ETFO-WR committee shall be the Equity & Social Justice Committee.

### 2. Composition:

- a) The Equity & Social Justice Committee shall consist of a minimum of 2 and a maximum 12 of people appointed by Representative Council upon recommendation of the ETFO-WR Executive.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WR president or designate shall be an ex-officio member.

### 3. Function and Role:

- a) The Equity & Social Justice Committee is responsible to and shall take direction from ETFO-WR Executive.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Equity & Social Justice Committee:
  - i) to identify ways of promoting a higher level of awareness of Equity issues among all ETFO members
  - ii) to identify strategies and resources for teachers and their students to use in the following Equity areas:
    - LGBTQ, homo/transphobia, heterosexism
    - First Nations, Metis, Inuit
    - Poverty
    - Ability
  - iii) to identify ways of supporting the needs and interests of all Equity seeking groups within ETFO

### 4. Duties of the Members:

- a) The duties of the chairperson shall include:
  - i) calling and chairing meetings of the committee as needed
  - ii) reporting regularly, or as requested to Executive
  - iii) submitting a written report and proposals of expenditures to ETFO-WR
  - iv) keeping records of expenditures and maintaining the approved budget of the committee
  - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WR treasurer by June 1<sup>st</sup>  
ensuring that the ETFO-WR committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line (C7)
- b) The duties of committee members shall include:
  - i) attending scheduled meetings of the Equity & Social Justice Committee
  - ii) notifying the chairperson of the Equity & Social Justice Committee if unable to attend a meeting
  - iii) carrying out the functions as directed by the committee chairperson
  - iv) submitting mileage or equivalent by year-end

### 5. Meal Allocation:

- a) An allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion.

## **6. Procedure for Resignation:**

- a)** All resignations shall be by letter to the chairperson of the Equity & Social Justice Committee who in turn will forward the resignation to the ETFO-WR President.
- b)** With the advice of the Equity & Social Justice Chairperson, Representative Council upon recommendation of ETFO-WR executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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