

## Goodwill Committee Terms of Reference

### 1. Name:

The name of this ETFO-WRTL committee shall be the Goodwill Committee.

### 2. Composition:

- a) The Goodwill Committee shall consist of a **minimum of three members** and a maximum of eight.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

### 3. Function and Role:

- a) The Goodwill Committee is responsible to and shall take direction from ETFO-WRTL Executive and/or Rep Council.
- 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 Goodwill Committee to:
  - i) record and distribute minutes of all meetings to members of the Goodwill Committee and the president of ETFO-WRTL
  - ii) Acknowledge births, adoptions and weddings for ETFO members
  - iii) Acknowledge deaths **in families** of ETFO members and **members families (respond with a card and floral arrangement or donation) As per procedures of the committee**
  - iv) Provide cheer to members who are seriously ill **(through a card and gift) as per the procedures of the committee**

### 4. Duties of the Members:

- a) The duties of the chairperson shall include:
  - i) meeting with the President or designate prior to September 30
  - ii) calling and chairing meetings of the committee as needed
  - iii) reporting regularly, or as requested to Executive
  - iv) contacting the office for donations to be sent
  - v) sending flowers
  - vi) re-routing notices to committee members
  - vii) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1<sup>st</sup>  
ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
- b) The duties of committee members shall include:
  - i) attending scheduled meetings of the Goodwill Committee
  - ii) notifying the chairperson of the Goodwill 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 Goodwill committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the Goodwill Committee Chairperson, Representative Council upon the recommendation of ETFO-WRTL 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.

September 2014