

## Women's Committee Terms of Reference

### Name

The name of the Committee is the Women's Committee. "Women" is understood to refer to past/present/future women, that is, those who have been, are, or will be fully or partially female identifying.

### Term of the Committee

The work of the Women's Committee is ongoing, but members are elected each year as specified in the PSAC Local 610 bylaws.

### Mandate and Goals

The Women's Committee is a special standing committee of PSAC Local 610, as specified in the bylaws. According to the bylaws, "Special standing committees aid the Local in its integral and ongoing political outreach and social justice work, central to any labour organization."

The Women's Committee seeks to foster a greater sense of community among past/present/future women graduate teaching assistants and advocates for improved accessibility, resources, and working conditions for past/present/future women graduate teaching assistants at the University of Western Ontario, while building relationships with organizations in the city of London that advocate for improved rights, resources, and support systems for past/present/future women in the larger London community.

### Membership

The Committee shall be composed of the chair, the secretary, the treasurer, and a representative from each division (Arts and Humanities, Biological Sciences, Physical Sciences, Social Sciences), if possible. Membership roles can differ from these stated roles at the discretion of the Chair. The Committee shall be restricted to past/present/future women members in order to give a safe space for women's voices. The Committee shall have no more than seven (7) members, but may vote to raise the membership limit. Events sponsored by the Women's Committee will be open to women and men unless specified otherwise.

The responsibilities of Committee members shall be as follows:

**Chair** - The Chair shall organize meetings and prepare meeting agendas. She shall be the Committee's primary point of contact with the Local's executive committee and other organizations, whether internal or external to the Local and the Public Service Alliance of Canada. The Chair shall be primarily responsible for bringing motions and bargaining demands arising from the Women's Committee to the appropriate Committee or organization.

**Secretary** - The Secretary shall take minutes of Committee meetings and distribute them to the Committee membership. She shall make room reservations when appropriate.

**Treasurer** - The Treasurer shall maintain the Committee budget. She shall be responsible for working with the Local's Finance Chair to reimburse members' expenses, and she shall prepare a proposed budget for the next year, to be reviewed by the Committee during the May meeting.

**Faculty Representatives** - (one for each faculty: Arts and Humanities, Biological Sciences, Physical Sciences, and Social Sciences) The Faculty Representatives shall represent and report back to women from their respective faculties. They shall be responsible for formulating bargaining demands and motions representing the interests of women graduate teaching assistants in each of their faculties.

### **Membership Selection**

The process for committee membership selection is specified in the PSAC Local 610 bylaws. Interested members must send an email to the Local's Administration and Internal Communications Chair at [administration@psac610.ca](mailto:administration@psac610.ca) (please cc the office at [psac610@psac610.ca](mailto:psac610@psac610.ca)), indicating (a) their interest to be on the Committee and (b) their faculty of study. When voting on specific positions, all current members and candidates for positions may vote.

### **Meetings and Communications**

Meetings occur on a monthly basis and shall be scheduled according to the schedules of the members. Meetings shall generally be held in the PSAC 610 Union Office, Somerville House Room 1313, and shall generally be scheduled for a period of an hour and a half.

The primary form of communication for the Committee shall be meetings and email.

### **Procedures**

The Committee will proceed under the PSAC's Rules of Order and the Feminist Method of Decision Making, as outlined in the *PSAC Regional Women's Committee Handbook*. According to the *Handbook*, the feminist process is "a method of working together and an approach to organizational structure that moves away from hierarchies and authoritarianism. The Feminist process is based on the principle of equality. **It emphasizes shared goals, authority, responsibility, and accountability,**" (15, bold type original).

### **Honoraria**

Small honoraria of People's Pesos will be provided to all non-executive members of the Committee, pending the approval of the executive committee of the Local. Pending approval of the budget and under the condition that members must attend at least 9 meetings to be eligible for compensation.