



## Committee Requirements & Guidelines 2024/2025

All members are encouraged to join committees to gain leadership experience. Where feasible, committee members are encouraged to try different roles within committees as well (i.e. rotate chairperson among committee members).

According to *Robert's Rules of Order* a committee is an extension of the Union and operates collaboratively with the Executive. Within its area of assigned responsibilities, a committee has less authority to act independently for the members than the Executive. Each committee's adherence to the guidelines outlined below.

### **Committee Responsibilities**

- Each committee develops and maintains a binder/file of contacts and procedures that would assist the committee in times of transition. Procedures should be updated as required and approved by the Executive. Once approved, procedures cannot be changed without Executive approval.
- Each committee will have an elected Chair and other elected positions as required. Other than the Health & Safety Committee, the Chair shall be appointed by the LEC.
- Members will have the opportunity to register for committees during the first general membership meeting of the school calendar year.
- Committee Chairs will contact new members to acknowledge their participation.
- Committee Chairs will notify the Local Secretary/Treasurer of any changes in the committee members to ensure timely updates to the website.
- Committees Chairs establish meeting dates for operational purposes. Meeting dates are documented in the committee minutes either at the last meeting of the school year or at the first meeting in the new school year. The Committee Chair will notify the Local Secretary/Treasurer of meeting dates.
- Committees must hold a minimum of 3 meetings per calendar year.
- Committees will meet virtually unless extenuating circumstances require meeting in person, as approved by Executive Liaison. If committees meet in person, mileage, will be funded through each committee budget. Requests for zoom scheduling can be made by contacting the Executive Liaison on each committee.

### **Communication**

- Meeting agendas are to be prepared and submitted to remaining committee members and Executive Liaison at least one week in advance to meetings.
- Meeting minutes must be emailed to all members of the committee and Executive Liaison within 1 week of the meeting to be approved by the committee at the following meeting and shall include:
  - member attendees and regrets
  - an accurate reflection of the meeting content
  - discussion and committee approval of financial expenditures for review by the Executive
  - discussion re: procedure/policy/budget changes with rationale
  - a list of meeting dates and locations

- Committee Chairs present a synopsis of the committee's activities for the year (September to June) at a general membership meeting (GMM) determined by the Executive.
- Material/communication to the membership must have Executive approval prior to distribution. Approved communication will be sent to the general membership through official union communication via Local Secretary/Treasurer.
- Committees are invited to provide information to be included on the website/newsletter. Submission should be in final draft form and submitted to the Local Secretary/Treasurer.

### **Financial Reporting**

- Annually, each committee is budgeted \$1000.00. (one thousand dollars). Any changes to proposed spending must be pre-approved in writing by the Executive.

### **Guidelines for Expenses**

- An individual engaged in conducting authorized/approved union business through the allotted budget will be eligible for reimbursement of expenses arising from that activity.
- Expenses which are the responsibility of another group or agency (i.e. Peel Board), will be not approved.
- All expenses must be signed and completed using the template available. The template can be accessed by emailing the Local Secretary/Treasurer.
- Original itemized receipts must accompany all the expenses. Expense claims not supported by proper documentation and receipts will not be approved. Please note that credit card statements alone are not considered adequate as they do not provide sufficient information and/or detail.
- Members who are on more than one committee are requested to submit expense/mileage claims individually by committee.
- Expenses/mileage claims will not be reimbursed for non minuted meetings.

### **Mileage**

- Mileage claims are submitted bi-annually to the Local Secretary/Treasurer no later than December 15<sup>th</sup> and May 15<sup>th</sup>. Claims not submitted within the required time frames may not be eligible for reimbursement.
- Calculating the kilometers for meetings is based on the distance from the member's place of work to the meeting location and the equal return distance at a location in Peel approved by the Executive liaison.
- Mileage expenses are reimbursed at the rate of 60 cents/kilometer.
- Mileage is determined using the 'shortest route' on either MapQuest or Google Maps (excluding toll roads).