

Education Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors.
- 2.0 The Committee oversees a comprehensive HSA education program that shall build the union's strength by providing union education that shall be accessible and responsive to membership, activists and leaders. The program shall reflect the goals and objectives of HSA, including full democratic participation, awareness of public issues, and recognition of collective strength and enhancement of members' knowledge.
- 3.0 The Committee identifies educational needs and makes recommendations to the Board of Directors regarding policies and programs to meet these needs. The Committee evaluates how these needs are being met by HSA Education policies and programs.
- 4.0 The Committee ensures that the education policies and programs strengthen the Union by improving the knowledge and level of participation of members in the Union and by improving the effectiveness of stewards and other elected representatives.
- 5.0 The Committee oversees in-house member education and access to external educational events to increase the effectiveness of elected representatives and encourage members to increase their interest and involvement in the activities of the Union.
- 6.0 The Committee oversees all education bursaries and scholarships awarded by HSA.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing regular reports to the Board and by communicating any emerging issues to the Board.
- 2.0 The Committee reports to the HSA membership, by providing a written report of its activities in HSA's Annual Report, and by giving a verbal report at Convention.

Membership

- 1.0 The Committee is comprised of:
 - 1.1 Two (2) Directors elected by the Board of Directors;
 - 1.2 President (ex officio); and
 - 1.3 Three (3) Members-at-large appointed by the Board of Directors.

Staff Support

- 1.0 The Education Officers are assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 The Committee term is one (1) year, ending at the conclusion of Convention. Continuity is a criterion considered when establishing the Committee.

Chair

- 1.0 The Chair is elected by the Board of Directors.

Chair's Responsibilities

The Chair shall:

- 1.0 Set the agenda, distribute and review minutes, set meeting dates, and adhere to HSA policies.
- 2.0 Monitor and manage the committee meeting budget.
- 3.0 Conduct and facilitate committee meetings.
- 4.0 Identify education-related interests in Board discussions.
- 5.0 Submit education-related "committee support" budget requests (e.g., steward support manual) to the Director of Strategic Communications and Member Development in accordance with the timelines provided by the Finance Committee.
- 6.0 Submit consolidated education budget requests from committees to the Finance Committee in accordance with the timelines provided by the Finance Committee.
- 7.0 Ensure the Committee's Convention report is developed to reflect the Committee's work within the framework and deadlines provided.
- 8.0 Ensure the Committee goals, objectives and purposes are fulfilled.

Staff Resources

- 1.0 The staff members assigned to the Committee shall:
 - 1.1 Provide administrative support to the Chair and the work of the Committee;
 - 1.2 Liaise with staff for input and implementation of the Committee's work;
 - 1.3 Inform the Chair and Committee of issues which are relevant to the Committee's work.
- 2.0 Communications staff assigned to the Committee shall:
 - 2.1 Provide editorial assistance; and
 - 2.2 Review reports and presentations to Convention in accordance with the template and time limits established by the Board of Directors.

Distribution of Minutes

- 1.0 Committee minutes are distributed to Committee members and the President.

Frequency of Meetings

1.0 Meetings are at the call of the Chair and are held according to the yearly work plan.

Goals

The Committee shall:

- 1.0 Strengthen the Union by providing the highest possible quality of education programs to stewards and members;
- 2.0 Identify education priorities, in consultation with other committees and staff, and recommend an annual budget to meet those priorities;
- 3.0 Develop annual work plans.

Objectives

The objectives of the Committee are to:

- 1.0 Conceptualize and oversee the Union's education and scholarship programs, including:
 - 1.1 Basic steward education and HSA education workshops;
 - 1.2 Occupational Health & Safety Steward Training;
 - 1.3 CLC Winter School;
 - 1.4 Madden Memorial Education Fund;
 - 1.5 HSA Bursaries and Scholarships;
 - 1.6 Other educational opportunities as appropriate.
- 2.0 Ensure the educational needs of stewards and members are met.
- 3.0 Ensure information is communicated to stewards and members about relevant education programs using appropriate technologies.
- 4.0 Identify education policies and procedures that require review by the Constitution & Organizational Policy Committee.
- 5.0 Collaborate with other HSA committees for the purposes of meeting the educational needs of the members.
- 6.0 Review and revise processes and forms used by the Committee.
- 7.0 Contribute articles to the HSA Report.

Approved by BOD: January 26, 2023

