

Committee on Equality & Social Action

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors that promotes economic and social justice, equality, and labour solidarity.
- 2.0 The Committee will advocate for measurable, sustainable, and positive social change.
- 3.0 The Committee's domestic focus is BC and international focus is Central and South America or as decided by resolution of the HSA Convention.
- 4.0 The Committee will liaise with other organizations and groups for the purpose of education and exchanging information.
- 5.0 The Committee recommends the disbursement of HSA's Equality & Social Action Fund, based on criteria for financial support, in accordance with HSA's policies.
- 6.0 The Committee will solicit, disburse, and report on good and welfare donations using due diligence

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 President (ex officio)
 - 1.2 Two (2) Directors
 - 1.3 Three (3) Members at large

Staff Support

- 1.0 One (1) Staff Member is 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 selected 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 CESA-related interests in Board discussions.
- 5.0 Submit CESA-related education requests to the Education Committee in accordance with the timelines provided by the Finance Committee.
- 6.0 Submit CESA-related "committee support" budget requests to the Director of Strategic Communications and Member Development 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 member 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 Committee work as required;
 - 1.3 Inform the Chair and Committee of issues which are relevant to the Committee's work.
- 2.0 Communications staff as assigned 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 but are held at least four (4) times per year.

Goals

The Committee shall:

- 1.0 Identify CESA-related issues and make recommendations to the Board of Directors with respect to HSA policies and programs.
- 2.0 Participate in communication and education initiatives related to CESA by recommending topics and issues for inclusion in HSA communication materials and education curriculum.
- 3.0 Oversee the implementation of CESA -related resolutions passed at the HSA Annual Convention, as assigned by the Board of Directors.
- 4.0 Identify CESA -related issues and assist in developing resolutions for HSA.
- 5.0 Develop an annual work plan.
- 6.0 Conduct a year-end evaluation and transition report.

Objectives

The objectives of the Committee are to:

- 1.0 Recommend the distribution of the annual Equality & Social Action fund within HSA policy.
- 2.0 Collect, disburse, and report to the Board on good and welfare donations.
- 3.0 Make recommendations to the Board of Directors with regard to the budget.
- 4.0 Provide a report to Convention on an annual basis.
- 5.0 Raise member awareness of equality and social justice initiatives by using the guiding principles of United Nations Conventions.
- 6.0 Seek practical opportunities to raise funds for solidarity and equality projects.
- 7.0 Collaborate with other HSA committees (e.g., political action, education) on issues of common interest.
- 8.0 Identify policies and procedures that require review by the Constitution & Organizational Policy Committee.
- 9.0 Contribute articles to the HSA Report.
- 10.0 Promote and raise awareness of equality and social action initiatives, such as International Women's Day (March 8th).
- 11.0 Review and revise processes and forms used by the Committee.
- 12.0 The Committee will identify and recommend educational opportunities for the members of HSA to the Education Committee.

Approved by BOD: November 5, 2008

