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