

Political Action Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors that supports the involvement of HSA members in the political process at the federal, provincial and municipal levels.
- 2.0 The Committee oversees the use of HSA's Political Action Fund, based on criteria for financial support, in accordance with HSA's Constitution and policies.
- 3.0 The Committee oversees lobbying efforts as assigned by the Board of Directors, including overseeing the work of HSA's Constituency Liaisons.
- 4.0 The Committee oversees and supports the work of HSA's Labour Council Delegates.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing regular reports 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 Directors
 - 1.2 President (ex officio)
 - 1.3 Three 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 the first meeting of the Board of Directors following 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 Submit PAC-related education requests to the Education Committee in accordance with the timelines provided by the Finance Committee.
- 3.0 Submit "committee support" budget requests to the Director of Communications/Executive Assistant in accordance with the timelines provided by the Finance Committee.
- 4.0 Ensure the Finance Committee allocates the designated funds to the Political Action Fund during budget development.
- 5.0 Monitor and manage the committee meeting budget.
- 6.0 Conduct and facilitate committee meetings.
- 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:
 - 1.1 Provides administrative support to the Chair and the work of the Committee;
 - 1.2 Liaises with staff for input and implementation of Committee work as required;
 - 1.3 Informs the Chair and Committee of political developments which are relevant to the Committee's work.
- 2.0 Communications staff as assigned shall:
 - 2.1 Provide editorial assistance;
 - 2.2 Review reports and presentations to Convention or other events 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 once every 4 months.

Goals

The Committee shall develop:

- 1.0 Strategies for increasing members' awareness about the importance and relevance of electoral politics, political action and labour councils.
- 2.0 Ways to increase the involvement of HSA members in the political process, including working on election or other political campaigns, liaising with elected officials, and working with labour councils.
- 3.0 Ways to better inform the general membership about political issues that are relevant to HSA members and the services they provide.
- 4.0 Develop an annual work plan.
- 5.0 Conduct a year-end evaluation and transition report.

Objectives

The objectives of the Committee are to:

- 1.0 Oversee the provision of information to members prior to provincial and federal elections, which describes the positions and records of the major parties with respect to critical issues, as outlined in HSA policy and as directed by Convention or the Board of Directors.
- 2.0 Oversee lobbying, other political activities and the implementation of Convention resolutions, as assigned by the Board of Directors.
- 3.0 Oversee and support members who become Labour Council Delegates.
- 4.0 Administer HSA's Political Action Fund, based on criteria for financial support, in accordance with HSA's Constitution and policies.
- 5.0 Review and revise processes and forms used by the Committee.
- 6.0 Contribute articles to the HSA Report.

Approved by BOD: September 18, 2014

Val Avery