

# AGRICULTURE UNION HUMAN RIGHTS COMMITTEE TERMS OF REFERENCE

March 2014

## **Title**

This committee shall be known as the Agriculture Union Human Rights Committee.

## **Statement of Principles**

- To ensure all members of Agriculture Union have full and equal access to participate.
- To promote awareness of equity and human rights issues by providing resources, information and educational opportunities for all members.
- To provide the National Council with advice/guidance/support and assistance in identifying and removing barriers by promoting a greater understanding of emerging human rights and various equity issues.

## **Membership**

The Committee shall consist of the National Director - Human Rights and one (1) representative from each of the seven (7) regions as described in the Agriculture Union Regulation 1(a), Section 2(a).

Regional committee members are elected at the first regional seminar immediately following the Triennial Convention for a term of three years. Alternate representatives are elected at the same time. If the regional committee member position becomes vacant during the three year term, the first alternate will take over the position for the remainder of the term. Vacancies in the alternate positions during the three year term can be filled by holding an election at the next regional seminar.

The National Executive Vice-President chairing the Agriculture Union General Standing Committee and the Agriculture Service Officer assigned to the Human Rights Committee will attend all Human Rights Committee meetings with full voice only.

## **Meetings**

As per Agriculture Union Regulation 13, Section 6, the committee shall meet face to face once a year for a minimum of two days. The remainder of meetings will be held as needed via Teleconference.

## **Positions within the Committee**

The National Director - Human Rights is the Chairperson of the Agriculture Union Human Rights Committee and also sits on the PSAC National Human Rights Committee (NHRC).

The Alternate National Director - Human Rights is the alternate Chairperson of the committee and is therefore the alternate to the PSAC NHRC.

In the event that neither the National Director nor Alternate is available, the National Executive Vice-President who chairs the Agriculture Union General Standing Committee will assume the responsibility of the Chairperson.

The Committee reports through the Chairperson to the National Executive Vice-President who chairs the General Standing Committee on the National Council.

## **Roles and Responsibilities**

### **Chairperson:**

- 1) Chair all Human Rights Committee Meetings.
- 2) Attend the PSAC National Human Rights Committee (NHRC) Meetings and report on the meetings to the Agriculture Union Human Rights Committee in a timely fashion.
- 3) Disseminate information about equity and human rights issues to the regional representatives.
- 4) Liaise with the regional representatives.
- 5) Request financial statements for the Human Rights Committee from the Agriculture Union as needed and disseminate the information to committee members.
- 6) Report proceedings of the Agriculture Union Human Rights Committee Annual Meeting to the first National Council meeting following the Human Rights meeting.
- 7) Draft recommendations to the National Executive and/or National Council for approval on issues affecting members in the Agriculture Union.
- 8) Ensure the Human Rights section on the website is up to date.
- 9) Coordinate with the Agriculture Union Administration Officer and/or the Service Officer to ensure preparations are made for meetings including:
  - Translation and interpretation.
  - Conference call and meeting room details.
  - Advance cheques to committee members.
  - Hotel and transportation arrangements for committee members.

### **Members of the Committee:**

- 1) Lobby and educate Agriculture Union delegates who will be at the PSAC Triennial Convention to support significant resolutions passed at PSAC Equity Conferences.
- 2) Provide leadership, information and advice to locals/members in their region on Human Rights issues. Regional reps will establish regional contact lists.
- 3) Through the National Director-Human Rights (NDHR), provide information to the National Executive on Human Rights issues.
- 4) Participate in Human Rights education courses. Arrange Human Rights training for members in the regions. Promote PSAC education courses to the members.