

Planning the Road Ahead

OSSTF/FEESO Equity Mentorship Program Report to the 2017 Annual Meeting of the Provincial Assembly

Planning the Road Ahead

OSSTF/FEESO Equity Mentorship Program Report

INTRODUCTION

The 2016 Annual Action Plan directed the development of a formal, intensive mentorship program for members from Equity-Seeking Groups along with, identifying resources needed to promote engagement and the presentation of a report with recommendations to AMPA 2017.

The Annual Action Plan states, “The development shall involve consultation with the Equity Officer, the Equity Advisory Work Group, the First Nations, Métis, and Inuit Work Group, the Status of Women Committee, the Human Rights Committee, the Educational Services Committee and the Comité des services en langue française, as well as input from other equity-seeking stakeholders in the Federation.” This program is an example of a logical next step in our commitment to the ongoing equity work of OSSTF/FEESO. This report recommends a 3 year pilot Equity Mentorship Program with reports back to AMPA.

RATIONALE

Surveys have identified that the further an OSSTF/FEESO leadership role is from the worksite, the less likely it is to be filled with members from an Equity-Seeking Groups. Our recent Member Participation Survey indicated that 70% of our members self-identified as women, persons of colour, FNMI (First Nations, Metis or Inuit), LGBTQ or persons with a disability and 13% of those surveyed belong to more than one identified group. In light of these findings, a formal mentorship program for members of equity-seeking groups is a positive development to making our federation more inclusive. Addressing barriers to leadership opportunities by developing the knowledge and understanding is a necessary goal for OSSTF/FEESO as we strive to create a union that represents the make-up of our membership. Barriers to leadership can be systemic or attitudinal. Making this long term mutually beneficial investment in our equity-seeking members through leadership development is an important and essential step for the Federation. We have always dedicated a great deal of resources to include more members in OSSTF/FEESO and it is important to ensure that the valuable insights of members of all Equity- Seeking Groups are included.

STRUCTURE

To enable members that access this Equity Mentorship Program to have sufficient time and resources, a two-level program to be completed over two years is recommended. Fifteen members, representative of the makeup of Equity-Seeking Groups, would be chosen based on an application process. This 3 year pilot program would begin in spring 2017 with the selection of eight member mentors. During the 2017-2018 federation year, the selected group of mentors would work with Equity Officer, related work groups, committees, and staff in the development of program content to ensure that the program is effective and impactful. In the 2018-2019 federation year, the mentee candidates will participate in the Level 1 program. Those mentees who wish to continue will complete the Level 2 program in the 2019-2020 federation year. At all steps of the program there will be opportunities for sharing of ideas and collaboration.

An interim report on the Equity Mentorship Program will come to AMPA 2019 with a final report to AMPA 2020. These reports will include recommendations of the future of the program. A detailed outline of the proposed structure and candidate supports is available in Appendix A.

PROPOSED PROGRAM CONTENT

The Equity Advisory Work Group, in consultation with the representatives from committees and work groups listed above, outline knowledge and understanding that was recommended to be an important part of removing barriers to leadership. Providing opportunities for equity-seeking members to foster their knowledge and skills as it is related to the OSSTF/FEESO membership, organizational structure, leadership paths, policy and governance documents, and priorities will form the core of the content. Each mentee candidate will be assigned one of the mentors who will assist in making connections with local leaders to offer expertise during the program. Further details are in Appendix A.

APPLICATION PROCESS AND CRITERIA

The application process for mentor selection will be coordinated by the Equity Officer and the Equity Advisory Work Group and approved by the Provincial Executive in spring 2017. During the 2017-2018 federation year, the application process for mentees will be conducted with the inclusion of input from the mentors and approved by the Provincial Executive. Further details are in Appendix A.

RESOURCES

Resources to support this program in large part already exist within the organization and will need to be updated and assembled. Additional resources will also need to be developed and produced to support this program. Further details are in Appendix A.

PROMOTION

The Federation will use an extensive campaign to maximize the access of members of equity-seeking groups. An initial list of communication strategies can be found in Appendix A.

BUDGET

An OSSTF/FEESO Equity Mentorship Program is an important next step and investment in the future of our organization. A budget of \$125,000 will be required to support the entire 3 year pilot project. The budget is divided into three parts with \$21,000 for federation year 2017-2018, \$52,000 for federation year 2018-2019 and \$52,000 for federation year 2018-2019. A chart is included in Appendix A.

MOTION

BIRT an OSSTF/FEESO Equity Mentorship Program be implemented as outlined in the OSSTF/FEESO Equity Mentorship Program Report to AMPA 2017.

Budget: \$21,000 (\$125,000 over 3 years)

Appendix A

OSSTF/FEESO Equity Mentorship 3 Year Pilot Program

STRUCTURE

Program and Numbers

- Equity Member Mentorship Program
 - Level 1
 - 15 mentees
 - Representative of makeup of equity-seeking groups
 - Level 2
 - 15 mentees
(possibly less than 15 as all from Level 1 may not wish to continue)
- 8 mentors available throughout each of the work year
 - Mentors will come from the membership
 - Mentors are not expected to be only from Equity-Seeking Groups
 - Mentees need to see themselves reflected in the makeup of the mentors
 - Mentors have leadership experience and reflect our diversity
- Guest speakers and other resource persons as required

Timeline

- Year 1 - Sep 2017- Aug 2018 (* occurs in spring 2017)
 - Mentor application*, selection* and mentor training
 - Application process and approval for Level 1 mentee candidates
 - Content/curriculum development with Mentors
- Year 2 - Sep 2018- Aug 2019
 - Equity Member Mentorship Program - Level 1
 - Evaluation of program by mentors and mentees
 - Interim report to AMPA 2019
- Year 3 - Sep 19- Jun 2020
 - Equity Member Mentorship Program - Level 2
 - Evaluation of program by mentors and mentees
 - Report to AMPA 2020

Levels

- **Equity Member Mentorship Program Level 1**

During the “Content/curriculum development with Mentors” stage the following may be adjusted with the approval of the provincial executive.

 - 3 formal meetings per year + pre-PC conference call
 - **1st meeting in September at Provincial office** (Fri afternoon – Sat noon)
 - Orientation of Level 1 program conducted by mentors and staff
 - Greetings from and discussion with the President/PE
 - Tour of office

- Introduction to organizational structure and leadership pathway options
- **2nd meeting at Provincial Committee** in Jan/Feb (Friday – Sat noon)
 - Mentees attend committees based on preference of mentee
 - Friday morning continue mentee training from last meeting
 - Meet with committee chair and staff before meeting
 - Visit whole committee for approximately half the time and work with mentors for the other half
 - Orientation - committee mandate and terms of reference
 - Mentors and mentees meet to debrief for 1 hour at end of event
- **3rd meeting at April Provincial Council** (Thursday evening – Fri 3pm)
 - Pre-PC Conference Call
 - Thursday evening
 - Orientation - Sector Councils and PC
 - Review procedure
 - Review agenda, reports etc.
 - Attend PC on Friday morning
 - Lunch with mentees and provincial councillors
 - After lunch continue mentee training, debrief from PC
 - Wrap up of Level 1 Mentorship; review to provide feedback/recommendations on Level 1 of program
 - Overview of Level 2 and confirmation of those moving to Level 2
- Mentors offer enrichment support based on individual mentee skills and interests.
- Local leadership connections investigated and co-ordinated with mentor.

- **Equity Member Mentorship Program Level 2**

During the “Content/curriculum development with Mentors” stage the following may be adjusted with the approval of the provincial executive.

 - On-line component throughout the year
 - 3 formal meetings per year + Pre-AMPA conference call
 - **1st meeting at Summer Leadership** in August (Thursday – Friday)
 - Orientation of Level 2 program conducted by mentors and staff
 - Mentees develop personal leadership profile and plan with assistance from their mentor
 - Includes job shadowing component
 - Attend selected leadership workshops
 - **2nd meeting at AMPA** in March (Sat – Sunday)
 - Mentees review personal leadership profile and plan
 - Guest status at AMPA
 - Pre-AMPA conference call
 - AMPA Orientation – volumes, procedures, cards, motions
 - Attend equity caucuses
 - Continue mentee training from last meeting
 - Mentors and mentees meet to debrief Sunday lunch
 - **3rd meeting at Provincial Office** in May/June (Friday evening – Saturday noon)
 - Mentees review personal leadership profile and plan
 - Friday evening

- Review personal leadership plan
- Mentee group work
- Mentee presentations
- Wrap up of Level 2 Mentorship; review to provide feedback/recommendations on Level 2 of program
- Mentors offer enrichment support based on individual mentee skills and interests.
- Local leadership connections investigated and co-ordinated with mentor.

The following sections contain information that are not intended to be an exhaustive list. Specific alterations to this program will be developed by the mentors, Equity Officer and the In-house Equity Advisory Work Group and approved by the Provincial Executive.

PROPOSED PROGRAM CONTENT

- OSSTF/FEESO structures
 - Membership
 - Job Class
 - Equity
 - Organizational structure
 - Worksites
 - Bargaining Unit
 - District
 - Provincial
 - Committees, Councils, and Work Groups
 - OTF/OFL/CLC
 - Labour councils
 - Leadership Paths
 - Committees/Councils/Work Groups at Worksite, BU, District or Provincial Level
 - Elected/political positions at BU, District or Provincial Level
 - District or Provincial Staff
 - Access and process
- OSSTF/FEESO Policies, Procedures, Bylaws and Constitution
- OSSTF/FEESO priorities and work
 - Process to create and alter
 - Department work
 - Priorities
 - Annual Action Plan
 - Develop leadership skills needed
- Acronyms
- Supports

APPLICATION PROCESS AND CRITERIA

Mentor Application development and process

- Developed in Year 1 (2017-2018) by Equity Officer, In-House Equity Work Group
- Approved by PE

- Applications out in April 2017, due by June 1st, 2017
- Selection list reported to Sep 2017 PC
- Mentors informed in August 2017
- Members from Equity-Seeking Groups in leadership positions are encouraged to apply
- Attempt equitable distribution by regional and population
- Selection as non-political as possible
- Applications to the Equity Officer and reviewed by In-house Equity Work Group
- Mentors approved by PE.

Mentee Application development and process

- Developed in Year 1 by Equity Officer, In-House Equity Work Group and Mentors
- Approved by PE
- Applications out in January 2018, due by March 1st 2018
- Selection list reported to April 2018 PC
- Mentees informed in May 2018
- Attempt equitable distribution by region and population
- Selection as non-political as possible
- An “intended for” statement that limits the following members in leadership positions
- Applications to the Equity Officer and anonymously reviewed by In-house Equity Work Group
- Mentees endorsed by PE.

Criteria

- Reference for leadership potential (from member of the community, board or union)
- Self-ID of equity-seeking group(s)
- Applicant statement or series of questions to understand why they want to participate in the mentorship program
- Other limiting criteria as recommended by mentors
- Mentee must attend all of the Mentorship Program events. Content missed must be made up to successfully complete Program Level.

RESOURCES

- Map/brochure leadership opportunities (TBD)
- Organizational structure and culture
- Selected resources from OSSTF/FEESO organizer
- Selected resources from New President Training Binder
- Policies and Procedures (Province and District)
- Bylaws and Constitution (Province and District)
- Relevant Collective Agreement (Central and Local)
- School Council Brochure
- Website
- My OSSTF/FEESO
- Other resources as recommended by PE, mentor group and staff

PROMOTION

- Send out a card with annual renewal mailing in December
- My OSSTF/FEESO
- Poster in all worksites
- DBU to all members
- Update article
- Website
- Social media
- Referral from members

BUDGET

2017-2018		
	8 Mentors	\$ 16,000.00
	Resources & promotion	\$ 5,000.00
	Total Year 1	\$ 21,000.00
2018-2019		
	8 Mentors	\$ 16,000.00
	15 Mentees	\$ 28,000.00
	Resources	\$ 8,000.00
	Total Year2	\$ 52,000.00
2019-2020		
	8 Mentors	\$ 16,000.00
	15 Mentees	\$ 28,000.00
	Resources	\$ 8,000.00
	Total Year3	\$ 52,000.00
	3 year Pilot Project BUDGET	\$ 125,000.00