

# Statement of Needs

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## Provincial Standing Committees and Councils 2024–2025

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[Committees and Councils in alphabetical order]

**All Committee/Council meetings, with the exception of the Comité des services en langue française, will be conducted in English.**

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## 2SLGBTQIA+ Committee

### Membership

- The Committee shall consist of up to 12 members, as follows:
- up to 7 members who identify as part of the 2SLGBTQIA+ community appointed by the Provincial Council;
- one non-voting member appointed by the Provincial Council who, if possible, identifies as part of the 2SLGBTQIA+ community from its members, who will act as liaison between the Provincial Council and the 2SLGBTQIA+ Committee;
- one non-voting member from the Provincial Executive appointed by the President, who will act as liaison between the Provincial Executive and the 2SLGBTQIA+ Committee;
- up to 2 members who identify as part of the 2SLGBTQIA+ community may be co-opted; and
- one non-voting Secretariat member assigned by the General Secretary;
- in the inaugural year of the 2SLGBTQIA+ Committee, Provincial Council shall appoint 5 members to a three-year term, 2 members to a two-year term, and 2 members to a one-year term which shall be considered co-options for the purpose of nominations to committees and councils in the following year."

### Meetings

- The 2SLGBTQIA+ Committee funding will be based on up to 7 meetings per Federation year.

### Terms of Reference

- The 2SLGBTQIA+ Committee shall have as its purpose:
- the organization of efforts to dismantle barriers, promoting representation, and addressing issues specific to the 2SLGBTQIA+ community within the organization;
- to advise Provincial Executive on actions to combat heteronormativity, heterosexism and other inequities affecting 2SLGBTQIA+ members using an anti-oppressive, anti-racist, and intersectional lens;
- to provide a forum for discussion, advice, and communication on issues relevant to 2SLGBTQIA+ members and ensure effective communications between District and Bargaining Units and provincial OSSTF/FEESO with respect to these issues;
- to advise Provincial Executive, the Provincial Council, and the Provincial Assembly on matters and needs relating to members who identify 2SLGBTQIA+ as part of their role within OSSTF/FEESO and to combat heteronormativity, heterosexism, and other forms of 2SLGBTQIA+ oppression in education;
- to provide advice, assistance, training support, and resources to all levels of the Federation regarding the work of the Committee;
- to develop and provide regional and/or local outreach workshops for members;
- to provide advice to the Provincial Executive for the on-going development and implementation of the Action Plan to Support Equity, Anti-Racism, and Anti-Oppression.
- to liaise with OSSTF/FEESO advisory work groups, committees and councils; to maintain on-going communication and collaboration with the Addressing Anti-Black Racism/Racism Committee, Equity Advisory Work Group, the First Nations, Métis, and Inuit Advisory Work Group, the Comité des Services en langue française, the Human Rights Committee, and the Status of Women Committee on issues of mutual interest;

- to recommend and provide advice on priorities and programs to the Provincial Executive, and policy to the Provincial Council and AMPA;
- to advise the Provincial Executive on liaison opportunities with community partners who provide advocacy for the 2SLGBTQIA+ community; and
- to finalize the name of the committee, in its inaugural year."

## Addressing Anti-Black Racism/Racism Committee

### Committee Membership

The Addressing Anti-Black Racism/Racism Committee will be composed of up to 12 members.

- up to 7 members who identify as Black or racialized appointed by the Provincial Council;
- one non-voting member appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Committee on Addressing Anti-Black Racism/Racism;
- one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and the Committee on Addressing Anti-Black Racism/ Racism;
- up to 2 members who identify as Black or racialized may be co-opted; and
- one non-voting Secretariat member, assigned by the General Secretary.

The Addressing Anti-Black Racism/Racism Committee consists of the Addressing Anti-Black Racism and Racial Justice subcommittees.

The Addressing Anti-Black Racism/Racism Committee consists of a chair and two subcommittee vice-chairs.

### Duties of Members

9.10.3. Terms of Reference (A.22)

9.10.3.1. The Committee on Addressing Anti-Black Racism/ Racism shall have as its purpose: (A.22)

9.10.3.1.1. the organization of efforts to dismantle racism including anti-Black racism, and to combat material and societal inequities that disproportionately affect Black and racialized communities; (A.22)

9.10.3.1.2. To advise Provincial Executive on actions to combat the material and societal inequities that disproportionately affect Black and racialized communities using an anti-oppressive, anti-racist, and intersectional lens; (A.22)

9.10.3.1.3. To provide a forum to inform, discuss, and advise on issues relevant to Black and racialized members and ensure effective communications between District and Bargaining Units and provincial OSSTF/FEESO with respect to these issues. (A.22)

9.10.3.1.4. To advise Provincial Executive, the Provincial Council, and the Provincial Assembly on matters and needs relating to members who identify as Black or racialized as part of their role within OSSTF/FEESO and to combat anti-Black racism and racism in education; (A.22)

9.10.3.1.5. To provide advice, assistance, training support, and resources to all levels of the Federation regarding the work of the Committee including dismantling anti-Black racism; (A.22)

- 9.10.3.1.6. To advise Provincial Executive on ways to promote, and educate members on how to engage, mobilize, and build networks with local members and community; (A.22)
- 9.10.3.1.7. To advise on how to increase representation of Black and racialized members at various levels within the Federation; (A.22)
- 9.10.3.1.8. To advise the Provincial Executive on liaison opportunities with community partners who provide advocacy for Black and Racialized communities; (A.22)
- 9.10.3.1.9. To provide advice to the Provincial Executive for the on-going development and implementation of the Action Plan to Support Equity, Anti-Racism, and Anti-Oppression. (A.22)
- 9.10.3.1.10. To liaise with OSSTF/FEESO advisory work groups, committees, and councils. (A.22)
- 9.10.3.1.11. To maintain on-going communication and collaboration with the Equity Advisory Work Group, the First Nations, Métis, and Inuit Advisory Work Group, the Human Rights Committee, and the Status of Women Committee on issues of mutual interest; (A.22)
- 9.10.3.1.12. To recommend and provide advice on priorities and programs to the Provincial Executive, and policy to the Provincial Council and AMPA including the development of an anti-racist framework. (A.22)

### **Meetings**

The Addressing Anti-Black Racism/Racism Committee meets seven times per year.

### **Conferences**

The Bargaining Unit Equity, Anti-Racism, and Anti-Oppression Officers Triennial Conference will take place in fall 2026. The Addressing Anti-Black Racism/Racism Committee will start planning for the conference during the 2025-2026 year.

### **Useful Experience and Skills**

- Background in Addressing Anti-Black Racism, Racism, and Oppression.
- Experience and a demonstrated commitment working within Black and racialized communities.
- Experience and a demonstrated commitment to build capacity and liaise with Members who self-identify as Black and/or racialized.
- A background understanding and/or experience assessing, analyzing, and addressing colonial structures/policies/practices, anti-Black racism, racism, and oppression within the community or federation (e.g. locally and/or provincially).
- A background understanding of material and societal inequities that disproportionately affect Black and racialized communities.
- A background understanding of the issues around racism, oppression, and the inequities that Bargaining Units and Districts are experiencing.

### **Bargaining Unit/District experience**

- Experience with other organizations, groups, and committees that serve the needs of and/or advocate for Black and Racialized persons.
- An understanding and/or experience with intersectionality and the role(s) that it plays in

- systems of oppression.
- An understanding and knowledge of socio-economic and political issues that affect Black and racialized communities.

### **Communication Skills and Experience**

- An ability to convey ideas and principles of equity, anti-racism and anti-oppression via written language (e.g. reports), oral communication (e.g. public speaking/presentations/workshops), and active listening (e.g. listening to understand).
- Strong interpersonal skills.
- Experience in organizing conferences would be an asset.
- Bilingualism in French/English is an asset (for workshops and presentations).
- Background in OSSTF/FEESO or Community Organization Structures of Governance.
- Knowledge of OSSTF/FEESO or community organization structures of governance is an asset.
- Knowledge or experience with strategic planning and the role that it plays in the larger structure of the Federation is an asset.

### **Other**

Members from eastern, northern, and western Ontario are encouraged to apply to the Addressing Anti-Black Racism/Racism Committee.

The Addressing Anti-Black Racism/Racism Committee encourages applications from members from a variety of sectors/job classes from across the province and membership.

### **Definitions**

#### **Anti-Black Racism**

Anti-Black Racism is prejudice, attitudes, beliefs, stereotyping and discrimination that is directed at people of African descent and is rooted in their unique history and experience of enslavement and its legacy. Anti-Black racism is deeply entrenched in Canadian institutions, policies, and practices, to the extent that anti-Black racism is either functionally normalized or rendered invisible to the larger White society. Anti-Black racism is manifest in the current social, economic, and political marginalization of African Canadians, which includes unequal opportunities, lower socio-economic status, higher unemployment, significant poverty rates and overrepresentation in the criminal justice system.

Glossary. ontario.ca. (n.d.). Retrieved April 11, 2022, from <https://www.ontario.ca/document/datastandards-identification-and-monitoring-systemic-racism/glossary>

#### **Racial Justice**

Racial justice initiatives address structural and systemic changes to ensure equal access to opportunities, eliminate disparities, and advance racial equity—thus ensuring that all people, regardless of their race, can prosper and reach their full potential.

Racial justice and equity are achieved through deliberate action to dismantle problematic and build positively transformational systems – action must be carried through with the conviction, commitment and dedication.

[Racial Justice – Institutional Diversity, Equity, and Inclusion \(williams.edu\)](#)

### **Racism**

Racism includes ideas or practices that establish, maintain, or perpetuate the racial superiority or dominance of one group over another.

Glossary. ontario.ca. (n.d.). Retrieved April 11, 2022, from <https://www.ontario.ca/document/datastandards-identification-and-monitoring-systemic-racism/glossary>

### **Contact Information**

Anyone interested in obtaining further information about the Addressing Anti-Black Racism/Racism should contact:

Carmella Goodridge, Chairperson  
Email: [carmella.goodridge@osstfd16.on.ca](mailto:carmella.goodridge@osstfd16.on.ca)



## Benevolent Council

### **Purpose/Terms of Reference**

Benevolent Council meets at the call of the Chairperson to provide grants to active members who demonstrate extreme financial need due to prolonged illness, accident or emergency. Council may also recommend other ways and means to assist members in distress.

Council members meet after the school day, a minimum of six times between September and the end of June, to consider applications from members. The work of Benevolent Council requires of its members an empathy with members' difficulties, the ability to offer creative solutions and a high commitment to Federation members.

Confidentiality is required of the Council.

The Council Chairperson is elected by the Council and is responsible for liaison with Districts regarding applications. Between meetings, the Chairperson may approve an interim Benevolent relief grant, based on extreme need, of up to 50% of the maximum allowable yearly benevolent grant.

The Secretariat Liaison and their assistant play an important role in making sure that Council members have all the pertinent data in order to make a decision and also that the grants are issued as soon as decisions are made.

It is important that Council membership be stable because of the complexity of the work involved.

The term of Benevolent Council is one year with an extension of three years if the first year is successful.

### **Meetings (Note: as per Policies and Procedures and established practice)**

Benevolent Council meets a minimum of 6 times per year.

### **Conferences:**

n/a

### **Committee Membership (Note: as per Policies and Procedures)**

The Council consists of not more than nine members as follows:

- one non-voting member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Benevolent Council;
- one non-voting member from the Secretariat designated by the General Secretary;
- one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Council
- up to six additional members appointed by the Provincial Council from the same District

Members may be co-opted to replace members who have retired/resigned or are on an approved leave, subject to the approval of Provincial Council.

**Duties of members (Should reflect the Terms of Reference)**

See Terms of Purpose/Reference.

**Useful Experience and/or Skills**

See Terms of Purpose/Reference.

**Contact Information**

Dan Sheeler, Chairperson

Email: [dsheeler@osstf21.ca](mailto:dsheeler@osstf21.ca)

## Comité des services en langue française

### Goal/term of reference of the Committee

- 9.3.3.1. Advise the Provincial Executive, the Provincial Council and the Provincial Assembly on matters related to the special needs of Francophone members and members who speak French as part of their role within OSSTF/FEESO and to French education. (A.16)
- 9.3.3.2. To consult Districts and Bargaining Units on matters related to the special needs of Francophone members and members who speak French as part of their role within OSSTF/FEESO and to French education. (A.16)
- 9.3.3.3. To make recommendations concerning, and to assist in the coordination of, union training provided by OSSTF/FEESO in French. (A.16)
- 9.3.3.4. To encourage, support, and/or provide professional development activities in Districts and Bargaining Units for OSSTF/FEESO Francophone Members and Members who speak French as part of their role within OSSTF/FEESO. (A.16)
- 9.3.3.5. To liaise with provincial standing committees and councils and to provide assistance to the standing committees and councils in meeting the needs of French-speaking Members. (A.16)
- 9.3.3.6. Advise the Provincial Executive in the development of resources for Francophone members, when needed. (A.16)

### Meetings

The committee meets five times per year in September, October/November, December, February and May. Meetings are conducted in French.

### Conference

The CSLF conference is held every three years. The next one is scheduled for spring 2025.

### Committee Membership

The Comité des services en langue française shall consist of up to 12 members as follows:

- 8 members appointed by the Provincial Council, including at least one member from each of the French language Districts; 2 French-speaking members from English language school boards; and, 2 members, from other Bargaining Units, who work in a French environment
- One non-voting member appointed by the Provincial Council from its members (francophone or French-speaking, if possible), who will act as liaison between the Provincial Council and the CLSF
- One non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and the CSLF
- One additional member who may be coopted; and
- One non-voting member from the Secretariat designated by the General Secretary.

### Duties of Members

- Fulfill the mandate of the committee as determined by the Provincial Assembly.
- Participate in the development of annual objectives for the committee and work collegially to reach them.
- To organize, promote and/or participate in workshops and conferences.

- To liaise with other committees and councils on subjects that impact on French language services in OSSTF/FEESO and participate at their meetings upon invitation.
- Members of the committee will also be asked to liaise with OSSTF/FEESO francophone members.
- To research or write articles in French on matters of interest to French speaking members of OSSTF/FEESO.

**Useful Experience and/or Skills**

Candidates must be proficient in speaking and writing in French in order to be able to fully participate in the work of the committee. Candidates should be willing to take on a leadership role in their Bargaining Units and/or Districts in order to make better contacts within OSSTF/FEESO and provide a broader perspective of the French language services members need within the union. Candidates should be willing to share their professional expertise with OSSTF/FEESO members in contributing to the development and delivery of workshops and conferences on various issues of importance to the OSSTF/FEESO francophone members. A strong connection to the French community would be an asset.

**Contact Information**

Angèle Lacroix, présidente

Courriel: [presidence@feesounite64.com](mailto:presidence@feesounite64.com)

## Communications/Political Action Committee

### Purpose/Terms of Reference

- 9.4.3.1.1. To provide advice, assistance, training, support and resources to Districts and Bargaining Units regarding OSSTF communication and political action. (A.16)
- 9.4.3.2. To administer the annual selection and presentation of awards for excellence in communications, public relations and political action. (A.16)
- 9.4.3.3. To assist those responsible for the dissemination of information within Districts and Bargaining Units, by providing expertise and advice in improving communication techniques and by making recommendations for long term communication strategies which support the Priorities of the Federation. (A.16)
- 9.4.3.4. To promote the pride and participation of members in protecting and enhancing public education. (A.16)
- 9.4.3.5. To advise, assist, support and provide training and resources to all levels of the Federation regarding political action, lobbying and activism with respect to but not limited to: (A.16)
  - 9.4.3.5.1. governments at all levels; (A.16)
  - 9.4.3.5.2. political parties; (A.16)
  - 9.4.3.5.3. labour organizations; (A.16)
  - 9.4.3.5.4. community and education groups; (A.16)
  - 9.4.3.5.5. municipal/provincial elections (A.16)
- 9.4.3.6. To collaborate with other OSSTF provincial committees, councils and work groups on issues of mutual concern. (A.16)
- 9.4.3.7. To coordinate and assist in the delivery of provincial/regional training of political action representatives. (A.16)
- 9.4.3.8. The terms of reference of the subcommittees shall be determined by CPAC within the area assigned to it by the Provincial Assembly. (A.16)

### Duties and Composition of Executive

- CPAC Executive consists of the Chair and three (3) Subcommittee Vice Chairs;
- executive meetings shall also include the CPA Department Staff, Provincial Executive Liaisons, and Provincial Council Liaison;
- to ensure the work, goals, and priorities of CPAC align with OSSTF/FEESO Constitution, Bylaws, Policies, and Procedures, specifically procedure 10.4.

### Duties of Members

- to assist district/bargaining unit officers in maintaining effective local communications, excellence in education and political action services;
- to act as liaison to district/sector communications, Excellence in Education and Political Action and/or Communications officers;
- to give workshops and/or training on activities such as: creating newsletters, social media, websites, e-mail lists, excellence in education initiatives, media relations, lobbying, municipal, provincial and federal election involvement, maintaining coalitions with other unions and like-minded organizations, community involvement and member mapping
- to attend and provide an OSSTF/FEESO presence/lobby at all conventions and general assemblies of all major political parties, as requested by the Provincial Executive

- to attend conferences where an OSSTF/FEESO presence is deemed appropriate or desirable as requested by the Provincial Executive
- to establish liaisons with local labour councils and OFL/CLC affiliated unions and encourage their political activism and education
- to provide training, advice and assistance to districts and bargaining units or Political Action Officers in gaining access to funding and in publicizing the provincial excellence in education program and other community relations projects.

### **Number of Meetings per year**

- the committee meets six times per year, either on a full day Friday, or split between Friday evening and Saturday morning.
- meetings typically include an Executive meeting prior to the committee meeting. Subcommittees often meet first for 2 - 3 hours, followed by a full committee meeting for about 3 hours. Additional weekends or days may be required for workgroup meetings (including, but not limited to, student achievement awards selection) and regional or district workshops and conferences, including OSSTF/FEESO Lobby Day events.
- representatives of the committee may be asked to attend other events and conferences related to communications and political action.

### **Useful Experience and/or Skills**

- commitment to advancing the policies of OSSTF/FEESO;
- membership in District Communications, Excellence in Education or Political Action Committees;
- a background in leadership in home D/BUs, for instance as chair of a committee;
- direct experience with public service, social justice or community coalitions;
- proven ability in producing federation communication items - writing, editing, planning;
- interest/experience in digital communications;
- experience in electoral campaign politics;
- experience developing and presenting workshops to colleagues;
- experience communicating with members and/or assisting members to optimize communication;
- bilingualism in French/English, (for workshops and presentations).

### **Committee and Subcommittee Structure and Requirements**

CPAC requires members from all regions of the province who represent the full membership in terms of gender, members from equity seeking groups, type of bargaining unit and political affiliation.

### **Committee Membership Requirements**

- 9.4.1.1. The Communications and Political Action Committee shall consist of up to 25 members as follows: (A.16)
  - 9.4.1.1.1. up to 16 members appointed by the Provincial Council; (A.16)
  - 9.4.1.1.2. one non-voting member appointed by the Provincial Council from its members who will act as liaison between the Provincial Council and CPAC; (A.17)
  - 9.4.1.1.3. one non-voting member appointed by the Provincial Executive from its members who shall act as liaison between the Provincial Executive and CPAC; (A.17)
  - 9.4.1.1.4. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and CPAC; (A.16)
  - 9.4.1.1.5. up to 5 members who may be co-opted; (A.16)

- 9.4.1.1.6. one non-voting Secretariat member, assigned by the General Secretary; and (A.16)
- 9.4.1.1.6.1. Additional Secretariat members, assigned by the General Secretary, as non-voting resource(s) to subcommittees. These Secretariat members shall not be counted as part of the total CPAC membership. (A.16)

### **Duties and Composition of Executive**

CPAC Executive consists of the chair and three (3) subcommittee vice chairs.

Executive meetings shall also include the C/PA Department staff, Provincial Executive Liaisons, and a Provincial Council Liaison.

To ensure the work, goals, priorities of CPAC align with the OSSTF/FEESO Policies and Procedures.

The committee currently operates with each member assigned to one of the following subcommittees, with duties as follows:

### **Member Outreach and Training**

- act as a District liaison (two-way), organized by region;
- organize, plan and assist in delivery of regional conferences/workshops;
- organize, plan and assist in delivery of CPAC Conference (biennial event);
- act as a resource to Districts through communications and member mapping support and training;
- bilingualism is an asset for training/presentations.

### **Recognition and Promotion**

- develop the theme, encourage participation and select the regional winner of the Student Achievement Awards;
- select the regional and provincial winners of the Student Achievement Awards, as well as the provincial winners for the Communication Award and the Political Action Award;
- promote theme for World Teachers Day, World Education Support Personnel Day and Education Week, and other initiatives;
- establish comprehensive communications strategies and requisite resources to promote the aims of the federation within the membership, including *Forum*, *Update* and newsletter support.

### **Political Action and Activism**

- research;
- develop outreach activities to the general public, to labour partners, to political parties and to coalitions, focused on the ongoing priorities and programs;
- develop and deliver training materials and workshops related to election readiness;
- promote activism on a local and provincial level.

### **Contact Information**

Chairperson: Allison Cillis

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## Educational Services Committee

### Purpose/Terms of Reference (9.5.3)

- 9.5.3.1. The role of the Educational Services Committee is: (A.19)
- 9.5.3.1.1. To identify and monitor the professional, curricular, resource, training, and educational issues and priorities that impact OSSTF/FEESO members; (A.19)
- 9.5.3.1.2. To examine current educational issues, social policy application to curriculum, and emerging trends around learning and their impact on our members; (A.19)
- 9.5.3.1.3. To provide analysis of members' needs and wants as it relates to professional development, and research into the most effective methods of providing PD; (A.19)
- 9.5.3.1.4. To provide input into a plan for the on-going development of professional development for all members; (A.19)
- 9.5.3.1.5. To make recommendations to the Provincial Executive for the development of relevant policy, direction, and actions; (A.19)
- 9.5.3.1.6. To provide information and advice and to prepare discussion and position papers on educational issues and priorities for the consideration of the Provincial Executive; (A.19)
- 9.5.3.1.7. To provide information and advice to the Provincial Executive and Educational Services staff; (A.19)
- 9.5.3.1.8. To promote, encourage and support education-related research and effective models of professional development and training at the District and Bargaining Unit levels; (A.19)
- 9.5.3.1.9. To assist and encourage Members through professional development and training opportunities, the sharing of educational resources, and professional interactions to work collaboratively to implement innovative and evidence-based educational practice; (A.19)
- 9.5.3.1.10. To promote and facilitate OSSTF/FEESO endorsed or approved programs, activities, training and conferences that address innovative educational trends and practices; (A.19)
- 9.5.3.1.11. To be responsible for the maintenance, development and promotion of the Educational Services Resource Bank (ESRB); (A.19)
- 9.5.3.1.12. To promote and support the role of the Educational Services Officer; (A.19)
- 9.5.3.1.13. To assist in the planning, promotion and delivery of the Educational Services Officers' conferences; (A.19)
- 9.5.3.1.14. To assist in the planning, promotion and delivery of provincial/regional/local training of Educational Services Officers; (A.19)
- 9.5.3.1.15. To be responsible for the selection of recipients of awards and scholarships as determined under the Bylaws; (A.19)
- 9.5.3.1.16. To provide reports on the activities of the Educational Services Committee to the Provincial Executive, the Provincial Council and AMPA; and (A.19)
- 9.5.3.1.17. To provide information and create resources for members who work directly with students, for the broader membership and for the educational community. (A.19)
- 9.5.3.2. The terms of reference of the subcommittees shall be determined by the Educational Services Committee within the area assigned to it by the Provincial Assembly. (A.19)



## Meetings

Typically, the committee meets six times per year in September, October/November, December, January, April, and May.

## Conferences

- Educational Services Officers' regional training sessions are held in the fall of even numbered school years.
- Provincial Educational Services Officers' conferences are held in the fall of odd numbered school years.

## Committee Membership (9.5.1)

- 9.5.1.1. The Educational Services Committee shall consist of up to 25 members as follows: (A.16)
- 9.5.1.1.1. up to 16 members appointed by the Provincial Council; (A.16)
- 9.5.1.1.2. one non-voting member appointed by the Provincial Council who shall act as liaison between the Provincial Council and ESC; (A.17)
- 9.5.1.1.3. one non-voting member appointed by the Provincial Executive who shall act as liaison between the Provincial Executive and ESC; (A.17)
- 9.5.1.1.4. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and ESC; (A.16)
- 9.5.1.1.5. up to 5 members who may be co-opted; and (A.16)
- 9.5.1.1.6. one non-voting Secretariat member, assigned by the General Secretary. (A.16)
- 9.5.1.2. The Professional Development and Training Subcommittee shall consist of a minimum of 8 members as follows: (A.19)
- 9.5.1.2.1. one Vice-Chairperson of ESC who shall serve as Chairperson of the Professional Development and Training Subcommittee; and (A.19)
- 9.5.1.2.2. at least 7 additional members. (A.19)
- 9.5.1.3. The Educational Issues and Pedagogy Subcommittee shall consist of a minimum of 8 members as follows: (A.19)
- 9.5.1.3.1. one Vice-Chairperson of ESC who shall serve as Chairperson of the Educational Issues and Pedagogy Subcommittee; and (A.19)
- 9.5.1.3.2. at least 7 additional members. (A.19)

## Duties of Members

To meet the terms of reference identified above, committee members are expected to do some or all of the following, during and, at times, in between meetings:

- provide input re professional development and training issues
- monitor and research educational issues, priorities, and pedagogy
- review applications and make recommendations re scholarships and awards
- review issues re curriculum and assessment
- develop resources for members
- organize and stage the Educational Services Officers' regional training sessions
- design and organize the Educational Services Officers' conference.

## Useful Experience and/or Skills

The following would be beneficial (applicants are not expected to demonstrate skills in all areas):

- knowledge/background in areas such as curriculum, special education, student assessment, e-learning, cooperative, technological and/or adult education, and student/staff mental health and well-being
- ability to facilitate group discussions/presentations
- ability to work on and contribute to a team
- strong communication/writing skills
- interest/abilities in education research/analysis
- experience in professional development and training
- understanding of the organizational structure and policies of OSSTF/FEESO
- interest in current educational issues
- the skills to analyse the information and to communicate to the membership
- lived experiences as members of equity and sovereignty seeking groups or as a person holding multiple identities.

ESC requires Members from all regions of the province and different sectors of the Federation (e.g. PSSP, ESS) including Members working in the elementary panel and university sector, as well as Members at all stages of their careers, including those who are considered new Members (0-8 years of experience). ESC values the participation of members who represent the diversity of voices within the union, including members belonging to equity and sovereignty seeking groups. For OSSTF/ FEESO, these groups include, but are not necessarily limited to, people who self-identify as Black/African Black/Caribbean Black, First Nations, Métis, Inuit (FNMI), Francophone, 2SLGBTQI+, Person Living with a Disability, Racialized, and/or women. Members with these lived experiences are encouraged to apply. Members with these lived experiences, Members who have been with OSSTF/FEESO under eight years, and Members interested in the work of ESC are encouraged to apply.

### **Contact Information**

Chairperson: Michelle Dalrymple  
Work Location: District 29 Office, 114 Victoria Ave, Belleville  
Phone Number: 613-968-3707  
Email: d29officer@gmail.com

## Finance Committee

### Purpose/Terms of Reference:

#### 9.6. Finance Committee (FC)

##### 9.6.1. Membership

- 9.6.1.1. The Finance Committee shall consist of up to 10 members as follows: (A.16)
- 9.6.1.1.1. 5 members appointed by the Provincial Council for 5-year terms, so appointed that each year, one regular vacancy shall occur; (A.16)
- 9.6.1.1.2. one member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Finance Committee; (A.16)
- 9.6.1.1.3. one non-voting Vice-President of OSSTF, appointed by the Provincial Executive from its members (alternating annually);
- 9.6.1.1.4. the Treasurer of OSSTF; (A.16)
- 9.6.1.1.5. the Chief Financial Officer of OSSTF (non-voting) (A.16)
- 9.6.1.1.6. one additional member who may be co-opted. (A.16)

##### 9.6.2. Meetings

- 9.6.2.1. The Finance Committee's funding will be based on 9 meetings per Federation year. (A.16)

##### 9.6.3. Terms of Reference

- 9.6.3.1. To prepare a Budget for presentation to the Provincial Assembly in accordance with the Bylaws. (A.16)
- 9.6.3.2. To advise the Provincial Assembly, the Provincial Council and the Provincial Executive on all Federation financial matters including the management of all OSSTF funds, investments and properties as required by those bodies, (A.16)
- 9.6.3.3. To annually review the purposes and practices concerning the General Account including District funding, the Member Protection Account, and the Contingency Account, as well as any other accounts that may be created from time to time, and to report its findings each January to the Provincial Executive. (A.16)
- 9.6.3.4. To prepare a written report, including the submitted budget requests of the spending authorities, to the Provincial Council, for its information, at the last meeting prior to AMPA (A.16)
- 9.6.3.5. To perform duties related to the annual audit, which shall include: (A.16)
- 9.6.3.5.1. to meet with external auditors to receive the annual audit plan; (A.16)
- 9.6.3.5.2. to receive and review the external auditor's communication of Audit Results Report; (A.16)
- 9.6.3.5.3. to review any non-audit services that may affect the independence of the auditor and to make recommendations to the Provincial Executive on the approval of such services. (A.16)
- 9.6.3.6. To receive a report from the Chief Financial Officer on the adequacy of internal controls and the identification of any significant financial risks that may affect the Federation. (A.16)
- 9.6.3.7. To receive a report from the Chief Financial Officer on the appropriateness of insurance coverage. (A.16)
- 9.6.3.8. To provide advice on Federation resources to the Provincial Executive during the development of the Annual Action Plan. (A.16)
- 9.6.3.9. To review and recommend amendments to the Financial Handbook. (A.16)
- 9.6.3.10. To analyze and report annually to AMPA projected income and expenditures, including demands on the Member Protection Account, on a 5 year basis. (A.16)
- 9.6.3.11. To hear FTE appeals received in accordance with Bylaw 10.2. (A.16)
- 9.6.3.12. To perform the duties in Procedure 1 related to the preparation of the budget. (A.17)
- 9.6.3.13. To be in attendance at the Provincial Assembly. (A.17)

## Meetings

The Finance Committee meets up to nine times each year, with the largest concentration of meetings in January and February. Members are required to attend the Annual Meeting of the Provincial Assembly, where they may need to review and revise the budget in accordance with motions that pass while the assembly is in session.

## Committee Membership

- 9.6.1.1. The Finance Committee shall consist of up to 10 members as follows: (A.16)
- 9.6.1.1.1. 5 members appointed by the Provincial Council for 5-year terms, so appointed that each year, one regular vacancy shall occur; (A.16)
- 9.6.1.1.2. one member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Finance Committee; (A.16)
- 9.6.1.1.3. one non-voting Vice-President of OSSTF, appointed by the Provincial Executive from its members (alternating annually);
- 9.6.1.1.4. the Treasurer of OSSTF; (A.16)
- 9.6.1.1.5. the Chief Financial Officer of OSSTF (non-voting) (A.16)
- 9.6.1.1.6. one additional member who may be co-opted. (A.16)

## Duties of Members

To meet the terms of reference identified above, committee members will be expected to:

- attend all committee meetings;
- review all information provided to the committee by the Chief Financial Officer and the Treasurer;
- contribute to committee discussions and decision making;
- attend the Annual Meeting of the Provincial Assembly (as a non-voting delegate) and monitor passage of motions that impact on the proposed budget;
- maintain confidentiality of financial records and other sensitive information reviewed by the committee;
- prepare for meetings by reviewing documents that are sent in advance of the meeting.

## Useful Experience, Knowledge, Skills and Interests

The following experience, knowledge, skills and/or interests would be an asset:

- familiarity with the structures of the provincial organization;
- attendance as a delegate at the Annual Meeting of the Provincial Assembly;
- experience with the administration of a district and/or bargaining unit funds;
- knowledge of OSSTF/FEESO bylaws regarding Federation Finances;
- knowledge of the *Financial Handbook for Treasurers, Presidents and Office Managers*;
- knowledge of Full Time Equivalency Calculations;
- knowledge of accounting, investment and audit principles;
- an interest in reviewing financial details and making financial projections;
- a keen desire to oversee the administration of federation finances and resources and to oversee the planning for the annual audit and the audit report.

## Contact Information

Karen Cleaver

Chairperson

Email: [president@wlusa.ca](mailto:president@wlusa.ca)

## Health and Safety/Workplace Safety and Insurance Act Committee

### Purpose/Terms of Reference

- 9.7.3.1. To provide assistance at Provincial and Regional workshops, Districts and Bargaining Units, on all aspects of the issues involved in Health and Safety and worker's compensation. (A.19)
- 9.7.3.2. To provide training at Provincial and Regional workshops, Districts and Bargaining Units, regarding Health and Safety and the Workplace Safety Insurance Act. (A.16)
- 9.7.3.3. To establish and maintain an effective communication network between the Health and Safety Committee and membership through the provincial organization with regards to Health and Safety and worker's compensation. (A.19)
- 9.7.3.4. To encourage, promote, and educate members on healthy and safe working conditions. (A.16)
- 9.7.3.5. To promote and increase Health and Safety Officer training through the Certificate Program in Health and Safety offered by the Workers' Health and Safety Centre. (A.16)
- 9.7.3.6. To promote and increase Workplace Safety Insurance Act training through the Certificate Program offered by the Occupational Disability Response Team and/or Prevention Link. (A.19)
- 9.7.3.7. To monitor, analyze and inform members of current enforcement priorities of the Ministry of Labour, Immigration, Training and Skills Development in the field of Health and Safety and worker's compensation. (A.19)
- 9.7.3.8. The chairperson shall advise and communicate with the Provincial Executive, the Provincial Council, and membership on current issues and trends in Health and Safety and worker's compensation in Ontario and other jurisdictions. (A.19)
- 9.7.3.9. To make recommendations to the Provincial Executive for specific direction and action with respect to collective bargaining language, legislative changes, negotiations, contract maintenance and member protection. (A.16)

### Meetings

- The committee meets up to seven (7) times per year; and meets on Fridays.
- Additional meetings held through electronic methods may be called between regular meetings.
- Representatives of the committee will also present at Provincial, Regional, District, and Bargaining Unit Workshops when requested.

### Conferences/Regionals

- The Health and Safety/Workplace Safety and Insurance Act Conference is held once every two years.
- The Health and Safety/Workplace Safety and Insurance Act Regionals are held annually.

### Committee Membership

- 9.7.1.1. The Committee shall consist of up to 14 members as follows; (A.16)
- 9.7.1.1.1. 9 members appointed by the Provincial Council; (A.16)

- 9.7.1.1.2 one non-voting member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and HS/WSIAC; (A.17)
- 9.7.1.1.3. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and HS/WSIAC; (A.16)
- 9.7.1.1.4. up to 2 members who may be co-opted, and (A.16)
- 9.7.1.1.5 one non-voting member from the Secretariat, assigned by the General Secretary. (A.16)

### **Duties of Members**

To meet the terms of reference identified above, committee members will be expected to

- Conduct research and analysis on health and safety and WSIB issues and legislation.
- Provide the committee with information re: local health and safety issues/trends.
- Write/assist in the production of hazard alerts, information bulletins, articles for Update,
- Develop and deliver workshops and presentations.
- Assist with the organization of the conference and regionals.

### **Useful Experience and/or Skills**

The work of the Health and Safety/Workplace and Insurance Safety Act Committee is highly specialized, and the following experience/skills would be beneficial:

- Working knowledge of the Occupational Health & Safety Act and relevant regulations
- Knowledge of the Ontario Fire Code
- Knowledge of the Ontario Building Code
- Working knowledge of the Workplace Safety Insurance Act and WSIB Policies
- Be a Member of a local Joint Health & Safety Committee (JHSC)
- Involvement or participation in OSSTF/FEESO workgroups with a health and safety focus
- Experience with developing and presenting workshops
- Certificates in:
  - WHSC or Prevention Link Instructor
  - WHSC Level 2 Law and/or Committees or Prevention Link Level 3
  - WHSC Level 1 or Prevention Link Level 1 & 2 or Certified Member of JHSC
  - WHSC Basic Certification or other MOL recognized Basic Certifications program

Each year, the committee requires up to three (3) members to serve for a three-year term. The committee seeks members from all regions of OSSTF/FEESO, who reflect the diversity of the membership and our communities and represent all bargaining units and job classes.

### **Contact Information**

Andrea Murik, Chairperson

Email: [jhscteacher@gmail.com](mailto:jhscteacher@gmail.com)

Phone: 905-745-4448

## Human Rights Committee

### Purpose/Terms of Reference

- 9.8.3.1. To recommend to the Provincial Executive goals to be achieved in order to safeguard all of the human rights of members and to ensure that none of the human rights enjoyed by other Ontario residents shall be denied to members. (A.16)
- 9.8.3.2. To recommend to the Provincial Executive policies and actions that will uphold the objects of the Federation to ensure equity and inclusiveness in the workplace. (A.16)
- 9.8.3.3. To provide a forum to inform, discuss, and advise on human rights issues relevant to the professional careers of all members. (A.16)
- 9.8.3.4. To establish and maintain an effective communications network between Districts and Bargaining Units and provincial OSSTF/FEESO with respect to human rights issues. (A.16)
- 9.8.3.5. To liaise with provincial standing committees and councils concerning human rights issues. (A.16)
- 9.8.3.6. To recommend priorities and programs to the Provincial Executive, and policy to the Provincial Council and AMPA. (A.16)
- 9.8.3.7. To assist in the development of local committees to address the human rights concerns of members. (A.16)
- 9.8.3.8. To assist members to recognize and appreciate the contribution of people of different racial groups, creeds, ethnicities, genders, sexual orientation and mental or physical abilities. (A.16)
- 9.8.3.9. To provide advice and recommendations to the Provincial Executive on matters pertaining to International Assistance activities, global human rights, and other matters as may be referred to it by the Provincial Executive. (A.16)
- 9.8.3.10. To ensure that the Chairperson meets at least once per year with the Chairperson of the Status of Women Committee. (A.16)
- 9.8.3.11. To maintain ongoing communication and collaboration with the Equity Advisory Work Group, the First Nations, Métis and Inuit Work Group and the Status of Women Committee on issues of mutual interest. (A.18)
- 9.8.3.12. To coordinate and promote the Human Rights Conferences. (A.16)

### Duties of Members

To seek resources, materials and information regarding human rights issues as required by the committee. To pool resources, materials, skills and expertise as required by the committee. To attend, where possible, conferences where OSSTF/FEESO's presence is deemed appropriate. To recommend and assist with the development of workshops, presentations and resources to meet the needs of OSSTF/FEESO. To write articles related to Human Rights issues for OSSTF/FEESO publications. To provide vetting and recommendation of International Assistance Grant requests (under the name "International Assistance Advisory Workgroup") to the Provincial Executive. To support human rights within OSSTF/FEESO as laid out by the terms of reference of the Human Rights committee.

### Useful Experience and Skills

To have an understanding and commitment to advancing the policies of OSSTF/FEESO. To

have an understanding, knowledge and commitment to human rights, social justice, and equity with an intersectional lens, interpersonal and communication skills. Experience in human rights activism, training, and/or advocacy in the Federation (local, regional, provincial), in education, and/or in the community. An understanding and knowledge of global socio-economic and political issues. Experience in organizing conferences would be an asset. Knowledge of French, Spanish, or other languages would be an asset.

**Contact Information**

Wonuola Yomiodedeyi (D20)

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## Parliamentary and Constitution Council

### Purpose/Terms of Reference

- 10.6.1.5.1 To recommend to the President, members to act as a Steering Committee at the meetings of the Provincial Assembly, who may not serve as Delegates or Alternates at meetings of the Provincial Assembly; (A.16)
- 10.6.1.5.2 To provide 2 or 3 of its members to act as a Steering Committee at meetings of the Provincial Council; (A.16)
- 10.6.1.5.3 To provide advice and assistance to the Provincial Executive, the Provincial Council and/or the Provincial Assembly, provincial committees and councils on matters related to Constitution, Bylaws, Policy, and Rules of Order; (A.16)
- 10.6.1.5.4 To provide advice and assistance to Districts(s), Bargaining Units and Branches, on matters related to their constitutions, bylaws and policies; (A.16)
- 10.6.1.5.5 To provide advice to the Presiding Officers of the Provincial Assembly and the Provincial Council and upon request to the District(s), or Bargaining Units on: (A.16)
  - 10.6.1.5.5.1 matters of parliamentary procedures, the ordering of an agenda, and the sequencing of resolutions and procedures followed, (A.16)
  - 10.6.1.5.5.2 the drafting or phrasing of resolutions,
  - 10.6.1.5.5.3 the possible effect of resolutions on procedures and/or on other resolutions,
  - 10.6.1.5.5.4 any other matters referred to it by one of these bodies; (A.16)
- 10.6.1.5.6 To, upon request, provide a Speaker and/or Steering Committee to District or Bargaining Unit general meetings whenever possible. (A.16)
- 10.6.1.5.7 To be responsible for the review of the constitution of each District and Bargaining Unit on a rotational basis every 5 years, with a report to the applicable District/Bargaining Unit; (A.16)

### Meetings

- The Parliamentary & Constitution Council usually meets four (4) times per year, depending on its assignments. Meetings are usually held at a minimum Friday (half-day) and Saturday (half-day).
- In addition, PCC members are usually assigned to attend two (2) Provincial Council meetings per year. These meetings are held Thursday evening and all day Friday.
- Members of PCC are also assigned to act as Steering for AMPA, which includes up to five (5) days of steering meetings.

### Committee Membership

- 10.6.1.3.1 PCC shall consist of up to 12 members, who shall not be Provincial Councillors, as follows: (A.16)
  - 10.6.1.3.1.1 9 members appointed by the Provincial Council for 5-year terms, 2 to be appointed each year, except every 5th year, when only one shall be appointed; (A.16)
  - 10.6.1.3.1.2 up to 2 members who may be co-opted; (A.16)
  - 10.6.1.3.1.3 one non-voting member from the Secretariat designated by the General Secretary. (A.16)
  - 10.6.1.3.1.4 additional Secretariat members, assigned by the General Secretary, as a non-voting resource(s) to PCC. These Secretariat members shall not be counted as part of the total PCC membership. (A.16)

### **Duties of Members**

To meet the terms of reference identified above, PCC Members will be expected to:

- complete constitutional reviews as assigned;
- act as steering for Provincial Council and possibly AMPA; and
- be willing to act as a Speaker at a District and/or Bargaining Unit Annual General Meeting

PCC members cannot hold a position as a Provincial Councillor nor (if on AMPA Steering) as an AMPA delegate or alternate.

### **Useful Experience and/or Skills**

The following experiences/skills are not necessary but are recommended, however, a commitment to ongoing learning is required.

#### **Skills**

##### **Related to Constitution:**

- Understanding of constitutional language
- Ability to read, analyze, and edit constitutional language
- Familiarity with the OSSTF/FEESO Provincial Constitution, Bylaws, Policies and Procedures, and Rules of Order

##### **Related to Parliamentary Procedure:**

- Understanding of how to run a meeting using the OSSTF/FEESO Rules of Order
- Understanding how to use and apply OSSTF/FEESO Rules of Order
- Understanding the interplay between constitutional language and parliamentary procedure in the running of a meeting
- Ability to write motions, following parliamentary procedure
- Ability to analyze and interpret the orderliness of motions

##### **Language:**

- Linguistic dexterity is an asset
- Bilingualism is an asset, not a requirement

### **Commitment and Related Experience**

Related experience is an asset but not a requirement.

##### **Commitment:**

- Commitment to ongoing learning and education in rules of order, parliamentary procedures, constitutions, chairing meetings, and serving as steering.
- Commitment to engage in individual and/or collaborative work between Council meetings
- Commitment to act in various roles, as necessary, as part of the Steering Committee at Provincial Council and/or AMPA

##### **Related to Constitutions:**

- Interest in reviewing constitutions, experience is an asset, not a requirement
- Experience serving on a Constitution Committee is an asset, not a requirement
- Experience serving as a Constitution Officer is an asset, not a requirement

**Related to Parliamentary Procedure:**

- Interest in chairing meetings following OSSTF/FEESO Rules of Order, experience is an asset, not a requirement
- Interest in serving as steering at Federation meetings, experience is an asset, not a requirement

**Please Note:**

PCC strongly recommends that at least one bilingual member be on the Council at all times.

**Contact Information**

Mark Kissel, Chairperson

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## Protective Services Committee

### Procedure 9 – Membership and Terms of Reference of Standing Committees

#### 9. Common Committee Procedures

#### 9.1. Chairpersons

##### 9.1.1. Each committee shall:

9.1.1.1. determine procedures for nominations, speeches and balloting for the position of Chairperson in accordance with OSSTF/FEESO established practice; and (A.16)

9.1.1.2. after the year of office of the new committee has begun, elect one Chairperson. (A.16)

9.1.1.3. For committees that have subcommittees:

9.1.1.3.1. Vice-Chairpersons shall be elected by the committee, who shall serve as Chairpersons of the subcommittees; (A.16)

9.1.1.3.2. the Chairperson of the committee shall be an ex-officio member of each subcommittee; and (A.16)

9.1.1.3.3. the Chairperson of the committee will not count towards the minimum membership of each subcommittee. (A.16)

#### 9.1.2. Appointments and Co-options

9.1.2.1. Full-term appointments to each committee shall be determined by the Nominations Committee. (A.16)

9.1.2.2. All appointments to committees shall be for 3-year terms, unless otherwise stated. (A.16)

9.1.2.3. A member of the Provincial Council shall be appointed to each committee from its members, who shall act as liaison between the Provincial Council and the committee, for a one year term. (A.16)

9.1.2.4. A mid-term vacancy which occurs to a committee position held by Provincial Council appointment from the membership at large: (A.18)

9.1.2.4.1. of one year or more shall be filled by the Nominations Committee; (A.16)

9.1.2.4.2. of less than one year shall be filled by a co-option as selected by the Committee. (A.16)

9.1.2.5. Additional co-options, as allocated in the Procedures, may be filled by the new membership of the committee, in time for the approval of the Provincial Council at its final meeting of the Federation year. (A.16)

9.1.2.6. Where a temporary vacancy of at least 3 consecutive meetings within one Federation year is created by reason of a member's statutory leave, or other extenuating circumstances acceptable to the committee, that vacancy may be filled by co-option. Where such temporary vacancy, of 3 to 7 consecutive meetings, extends over 2 Federation years, the Provincial Council may consider a new co- option to fill the vacancy at the start of the second federation year. (A.16)

9.1.2.7. Repeat co-options are possible. (A.16)

9.1.2.8. All other vacancies shall be filled by the same body which appointed the original member, in accordance with the procedures of the appointing body, for the balance of the term. (A.16)

9.1.2.9. All Provincial Council appointments and co-options to committees are subject to final approval of the Provincial Council. (A.18)

## 9.2. **Protective Services Committee (PSC)**

### 9.2.1. **Membership**

- 9.2.1.1. PSC shall consist of up to 34 members as follows: (A.18)
  - 9.2.1.1.1. Up to 9 members with threshold experience, appointed by the Provincial Council; (A.18)
  - 9.2.1.1.2. 20 members appointed by the Provincial Executive as follows: (A.18)
    - 9.2.1.1.2.1. 10 designated Education Worker members and 10 designated T/OT members who shall form the basis of the Central Bargaining Advisory Work Group; (A.18)
    - 9.2.1.1.3. The term of the PSC members designated as Central Advisory Work Group members shall run from the start of the Federation year prior to the year of expiration of the current Central Collective Agreement to the start of the Federation Year prior to the year of expiration of the subsequent Central collective agreement. (A.18)
    - 9.2.1.1.4. One non-voting member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and PSC, and may serve on any subcommittee as required; (A.18)
    - 9.2.1.1.5. Two non-voting members, appointed by the Provincial Executive from its members, one assigned to each subcommittee, who shall act as liaison between the Provincial Executive and PSC. (A.18)
    - 9.2.1.1.6. The two non-voting Directors of Protective Services, one assigned to each subcommittee. (A.18)
    - 9.2.1.1.7. up to 8 additional Secretariat members, assigned by the General Secretary, as non-voting resource(s). These Secretariat members shall not be counted as part of the total PSC membership. (A.18)
  - 9.2.1.2. The Protective Services Committee shall: (A.18)
    - 9.2.1.2.1. elect two Vice-Chairpersons to the Negotiations and Implementation Subcommittee and two Vice-Chairpersons to the Contract Maintenance and Member Protection Subcommittee; (A.18)
    - 9.2.1.2.2. assign, on the advice of its Chairperson and Vice-Chairpersons, a minimum of 10 of its members, two of whom are Vice-Chairpersons, to act as the Negotiations and Implementation Subcommittee; (A.18)
    - 9.2.1.2.3. assign, on the advice of its Chairperson and Vice-Chairpersons, a minimum of 9 of its members, two of whom are Vice-Chairpersons, to act as the Contract Maintenance and Member Protection Subcommittee; (A.18)
    - 9.2.1.2.4. designate the Chairperson, the 4 Vice-Chairpersons, the two Provincial Executive liaisons, the Provincial Council liaison and the two Directors assigned to the Protective Services Committee to be an Executive Subcommittee which shall be responsible for recommending priorities to the PSC: (A.18)
  - 9.2.1.3. The Negotiations and Implementation Subcommittee shall consist of a minimum of 10 members of the Protective Services Committee (PSC) as follows: (A.18)
    - 9.2.1.3.1. two Vice-Chairpersons of PSC who shall serve as Co-Chairpersons of the Negotiations and Implementation Subcommittee; (A.18)
    - 9.2.1.3.2. a minimum of 8 additional members;
    - 9.2.1.3.3. a Provincial Executive liaison member; and (A.18)
    - 9.2.1.3.4. the Director of Negotiations and Contract Maintenance. (A.18)
  - 9.2.1.4. The Contract Maintenance and Member Protection Subcommittee shall consist of a minimum of 9 members of PSC as follows: (A.18)

- 9.2.1.4.1. two Vice-Chairpersons of PSC who shall serve as Co-Chairpersons of the Contract Maintenance and Member Protection Subcommittee; (A.18)
- 9.2.1.4.2. a minimum of 7 additional members; (A.18)
- 9.2.1.4.3. a Provincial Executive liaison member; and (A.18)
- 9.2.1.4.4. the Director of Member Protection. (A.18)

The committee members are assigned to one of two subcommittees:

- the Negotiations and Implementation Subcommittee;
- Contract Maintenance and Member Protection Subcommittee;

## 9.2.2. Meetings

- 9.2.2.1. The Protective Services Committee's funding will be based on 7 meetings per Federation year. (A.18)

The Protective Services Committee meets seven (7) times a year, typically in September, October, November/December, January, February, April, and May.

## Conference

- Protective Services Conference is typically held annually in April
- Protective Services Regionals are held 2 times a year

## 9.2.3. Terms of Reference

- 9.2.3.1. To serve OSSTF/FEESO as an expert committee and to advise the Provincial Executive and the Protective Services Division on all matters relating to bargaining, and implementation of collective agreements. (A.18)
- 9.2.3.2. To participate in high level training at the committee level. (A.18)
- 9.2.3.3. To work with Secretariat members assigned to the Committee to provide training to local leaders. (A.18)
- 9.2.3.4. To receive information and input from local leaders through Regional structures and bring that information to the central body. (A.18)
- 9.2.3.5. To discuss and advise on bargaining strategies. (A.18)
- 9.2.3.6. To develop negotiating priorities for OSSTF/FEESO to be approved by the Provincial Executive and the Provincial Council. (A.18)
- 9.2.3.7. To consult, monitor and advise on topics dealing with implementation and contract maintenance. (A.18)
- 9.2.3.8. To establish and maintain a communications network between the Districts and Bargaining Units and the provincial organization with respect to Protective Services matters. (A.18)
- 9.2.3.9. To make recommendations to the Provincial Executive and Protective Services Division for specific direction and action with respect to collective bargaining, legislative changes, negotiations, contract implementation and maintenance, and member protection. (A.18)
- 9.2.3.10. To provide local leaders with training in bargaining, contract maintenance, and member protection including local bargaining priorities survey, local bargaining brief development, grievance and arbitration, employee contract rights, duty of fair representation, discipline and review of recent arbitration decisions. (A.18)
- 9.2.3.11. To participate in the development of the central issues bargaining unit Presidents' survey, Central Bargaining member priorities survey and Central Bargaining brief. (A.18)

- 9.2.3.12. To administer the selection process for awards related to Protective Services. (A.18)
- 9.2.3.13. To coordinate and promote an annual provincial conference focusing on Protective Services matters. (A.18)
- 9.2.3.14. To provide assistance to District and Bargaining Unit Officers on all aspects of the issues involved in the negotiation and maintenance of a collective agreement. (A.18)
- 9.2.3.15. To recommend targets, programs and priorities to the Provincial Executive, and policy to the Provincial Council and the Provincial Assembly. (A.18)
- 9.2.3.16. To monitor provincial grants, educational expenditures, negotiations and changes to education financial policy, both provincially and locally. (A.18)
- 9.2.3.17. To monitor provincial and national educational expenditures and decision making, and determine their implications of quality, sustainable publicly-funded education. (A.18)
- 9.2.3.18. To assist local Bargaining Units in the analysis of employer finances and their impact on available resources. (A.18)
- 9.2.3.19. To monitor and analyze current areas of emphasis by both the Provincial and Federal governments in the field of education finance in Ontario, and to assess the impact on the Ontario funding model on those areas of emphasis.
- 9.2.3.20. To report to the Provincial Council on the Ontario CPI increase, including any taxation or pension contribution increases semi-annually at the first meeting of Provincial Council following the December break and at the last meeting of the school year. (A.19)
- 9.2.3.21. To advise and communicate with the Provincial Executive, the Provincial Council and the membership on current issues in educational finance. (A.18)
- 9.2.3.22. To do research and analyze data related to collective bargaining, including comparisons of existing collective agreements. (A.18)
- 9.2.3.23. To develop model language for collective agreements. (A.18)
- 9.2.3.24. To maintain a databank of individuals with expertise on issues that fall under the terms of reference of the Protective Services Committee. (A.18)
- 9.2.3.25. The terms of reference of each subcommittee of the Protective Services Committee shall be determined by the Protective Services Committee within the area assigned to it by the Provincial Assembly. (A.18)

### **Duties of members**

To meet the terms of reference identified above, committee members will be expected to:

- participate in discussion that leads to recommendations to the Provincial Executive specific direction and action regarding collective bargaining, legislative rights, negotiations, contract maintenance and member protection
- conduct research and analysis on current membership issues, collective bargaining, provincial grant regulations, educational finances, school board finances, benefit plans, contract language and development, and arbitrations
- develop and deliver workshops and presentations on the issues relating to Protective Services
- assist in the production of the Protective Services Model Language Handbook including developing model language and support papers
- assist in the production of the Negotiating Priorities
- assist in the production of bulletins and negotiation and settlement updates
- assist with the organization of the annual Protective Services Conference and Regionals

**Useful Experience and/or Skills**

The work of the Protective Services Committee is highly specialized and the following experience/skills would be beneficial:

- extensive negotiation experience (including table team participation)
- effective problem solving, dispute resolution and grievance experience
- extensive education finance experience
- extensive local leadership experience
- ability to develop research and create written materials
- ability to develop and deliver training
- ability to facilitate sessions involving large groups
- ability to develop and deliver workshops and presentations in French

**Specific Subcommittee Needs**

The work of the Protective Services Committee is highly specialized and the following experience in sectors not covered by the School Boards Collective Bargaining Act (SBCBA) would be beneficial:

- extensive experience in non SBCBA sector negotiations issues, priorities, finance and benefits.

**Contact Information**

Anyone interested in obtaining further information about the Protective Services Committee should contact:

Dave Weichel  
Chairperson, Protective Services Committee  
Email: [tbuchief.negotiator@d04.osstf.ca](mailto:tbuchief.negotiator@d04.osstf.ca)  
T: 705 774 8625



## Status of Women Committee

### 9.9.3. Terms of Reference

- 9.9.3.1. To liaise with women Members of OSSTF/FEESO and to advise the Provincial Executive on the need for appropriate action with respect to any developing trends. (A16)
- 9.9.3.2. To provide a forum for the discussion of issues relevant to women in OSSTF/FEESO. (A16)
- 9.9.3.3. To recommend to the Provincial Executive research and educational programs designed to promote equality of opportunity with specific reference to women Members. (A16)
- 9.9.3.4. To liaise with provincial Standing Committees and Councils concerning the status and proportional representation of women in OSSTF/FEESO, and to provide assistance to Standing Committees and Councils in meeting the needs of women Members. (A.16)
- 9.9.3.5. To provide Districts with assistance in establishing goals and directions for local Status of Women committees. (A.16)
- 9.9.3.6. To recommend to the Provincial Executive on an annual basis, goals to be achieved in order to implement the OSSTF/FEESO affirmative action statements highlighting the importance of intersectionality, creating safe spaces and a culture of consent, and ways to remove barriers to women's full participation in OSSTF/FEESO. (A.19)
- 9.9.3.7. To continue to report on proportional representation of women at various levels within the Federation. (A.16)
- 9.9.3.8. To establish and maintain an effective communications network between the Districts and Bargaining Units and provincial OSSTF/FEESO with respect to women's issues. (A.16)
- 9.9.3.9. To encourage and promote respect for the rights and the diverse needs of all Members with respect to their personal and family obligations. (A.16)
- 9.9.3.10. To recommend targets, priorities, and programs to the Provincial Executive, and policy to Provincial Council and AMPA. (A.16)
- 9.9.3.11. To ensure that the Chairperson meets at least once per year with the Chairperson of the Human Rights Committee. (A.16)
- 9.9.3.12. To develop and provide regional and/or local outreach workshops for Members. (A.16)
- 9.9.3.13. To advise the Provincial Executive on liaison opportunities with community partners who provide advocacy for women's issues. (A.16)
- 9.9.3.14. To advise the Provincial Executive on the OSSTF/FEESO policies specific to girls and women. (A.16)

### Meetings

The Status of Women Committee meets up to 7 times a year, typically in September, November, January, February, April and May.

### Conferences

The Provincial Status of Women Committee conference is held every second year. The Provincial Status of Women Committee regional outreach conferences are held in the opposite years.

### **Committee Membership**

- 9.9.1.1. The Status of Women Committee shall consist of up to twelve Members as follows:
- 9.9.1.1.1. up to six members appointed by the Provincial Council; (A.16)
  - 9.9.1.1.2. one non-voting Member, appointed by the Provincial Council from its Members, who will act as liaison between the Provincial Council and SWC; (A.17)
  - 9.9.1.1.3. one non-voting Member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and SWC; (A.16)
  - 9.9.1.1.4. up to 3 Members who may be co-opted and one non-voting Member from the Secretariat designated by the General Secretary. (A.16)

### **Duties of Members**

To meet the terms of reference identified above, committee Members will be expected to:

- Act as a liaison between other provincial committees, the Provincial Executive, and other labour organizations and women Members;
- Develop and implement regional workshops on a rotating basis, and a biannual conference;
- Liaise on an ongoing basis with District Status of Women Officers and Committees within their assigned regions; and
- Promote the Liz Barkley Status of Women Award and select the recipient annually.

### **Useful Experience and/or Skills**

The following experience/skills would be beneficial:

- Strong interest in equity issues and advocacy for women;
- Willingness to complete tasks between meeting dates;
- Experience with a district Status of Women Committee;
- Experience with other organizations, groups and committees that serve the needs of and/or advocate for women and women-identified persons;
- Interest in and/or work or research in women's studies, equity, or related disciplines;
- Work on other district/bargaining unit committees, executives or councils; and
- Knowledge of political issues that affect women.

Representation from intersectional equity-seeking groups (Workers of Colour, Francophone, Persons with a Disability, 2SLGBTQI+, FNMI) is an on-going goal for the committee. In addition, preference will be given to Members who are female, some or all of the time, transwomen, non-binary and cisgender women.

### **Contact Information**

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