

## PRESIDENTS' COUNCIL RESOLUTION #10

### ***Policy and Procedures Manual:***

#### **STANDING COMMITTEES**

#### **IV. STANDING COMMITTEES** (PPM 2009, p. 16)

*The proposal is to insert the following after this title and before the subsequent ten sets of individual terms of reference:*

#### ***Intent, Operational Policies and Procedures, Participant Roles***

Statements of policy and responsibilities found within the Terms of Reference for Standing Committees are set within the context of By-Law 3.5, where Presidents' Council is mandated as the governing body between AGMs. Standing Committees are therefore responsible to Presidents' Council and to the AGM. They report to Presidents' Council and to the AGM on all matters within their purview.

As the needs of FPSE develop and change, Presidents' Council may from time to time direct specific tasks to Standing Committees, augment or limit their responsibilities, or form new Standing Committees.

Standing Committees are subject to the operational policies of FPSE as interpreted and administered by Presidents' Council and the President. Any Presidents' Council action to stand down a committee for reasons other than non-representation cannot take effect until such action is confirmed by the AGM.

#### **Intent**

Within the operational context of being responsible to Presidents' Council, Standing Committees are intended to provide forums for the exchange of information and advice amongst FPSE locals. They provide a means to increase both the capacity and potential of FPSE and its locals to plan, prepare for and take informed action on vital matters of concern to our membership. Standing Committees can also provide or be asked to provide specific advice or recommendations to Presidents' Council and/or the FPSE President on topics within their purview.

#### **Operational Policies**

The Terms of Reference for each Standing Committee set out each committee's operating policies. Internal Policy 1.16, Standing Committees, provides additional guidance. Failure to comply with policy 1.16.4 on required representation may lead to a committee being stood down.

#### **Participant Roles**

##### Committee Chairs

Chairs ensure that committees adhere to the FPSE Constitution and By-Laws, that they are aware of the relevant approved FPSE policy parameters for their work, and that committees work to fulfill their advisory functions for Presidents' Council and/or the FPSE President.

### Executive Liaisons

Executive Liaisons act as conduits of information and decisions between Presidents' Council and the Standing Committee to which they are appointed. They may provide input to committee chairs in the development of committee agendas. Executive Liaisons represent Presidents' Council to committees. In the absence of the Chair, the Executive Liaison will assume the chair and may represent their committee to Presidents' Council.

### Committee Members

Members are expected to share informed local perspectives with their committees and, in turn, keep their local executives informed of committee work, discussions and decisions. Members are representatives of their locals in any committee decision-making processes. They are therefore advised to seek necessary guidance from their locals.

### Staff Representatives and Support Staff

Under the direction of the President, staff support the needs and work of committees.

## PRESIDENTS' COUNCIL RESOLUTION #12

### **FPSE OFFICERS' RELOCATION EXPENSE POLICY**

#### **Policy**

FPSE expects its full-time officers to reside in the Vancouver area and work out of the FPSE offices. FPSE acknowledges that this expectation may require a full-time FPSE officer to temporarily relocate their place of residence to the Vancouver area. Our policy is to reimburse all reasonable costs related to this temporary relocation. Presidents' Council will include in the annual budget an amount for moving expenses and an amount for relocation allowance. Presidents' Council must approve any additional or unforeseen expenditures that may arise.

#### **Officers' Moving Expenses**

Moving expenses include the costs related to establishing the relocated temporary residence of an incoming full-time FPSE officer. Moving expenses also include the costs related to an outgoing full-time FPSE officer re-establishing their residence outside of the Vancouver area.

The budget amount approved is the estimated amount for one full-time FPSE officer move. There may be times when more than one officer moves in the same fiscal year. In that case the budgeted amount will increase to cover the cost of each move. For example, if the budgeted amount is \$4500.00, each officer will receive \$4500.00 to cover moving and related expenses.

All expenditures from this budget line must be reviewed and signed off by another full-time officer.

#### **Eligible Amounts**

Moving expenses are not reimbursable unless the distance moved is greater than 40 kilometres. Outgoing full-time FPSE officers may make a claim only if they were eligible for an incoming claim.

Moving expenses include, but are not limited to, those eligible under the Income Tax Act. Moving expenses also include those one-time type relocation expenses associated with establishing a new secondary place of residence.

The eligible moving expenses include costs related to relocating the spouse and immediate family of the full-time FPSE officer.

#### **Officers' Relocation Allowance Guidelines**

The Officers' Relocation Allowance is intended to cover expenditures of an ongoing nature for a full-time FPSE officer. Since a full-time FPSE officer's tenure is unpredictable, there should be no financial penalty or benefit from leaving their previous residence area. The claiming full-time FPSE officer must take all reasonable steps to keep these costs to a minimum.

All expenditures from this budget line must be reviewed and signed off by another full-time FPSE officer.

### Process

The claiming full-time FPSE officer will prepare an estimate of ongoing monthly or annual costs for review prior to incurring the costs. Another full-time FPSE officer will review the estimate. If the estimate exceeds the budgeted amount, the approval of Presidents' Council is required for the excess before the excess may be paid.

### Eligible Amounts

Eligible amounts for consideration in determining the relocation allowance are ongoing by nature. These costs or savings involve daily living expenses and the capacity to return once the term as a full-time FPSE officer is complete. Examples of such amounts include but are not limited to:

- storage of personal property not to be moved
- the net housing cost differential (after deducting any rent revenue)
- cost of maintaining local banking relationships that cannot be transferred
- mail redirection costs
- changes in the cost of vehicle insurance
- cost of maintaining inactive level memberships in community based organizations

### **Outgoing Officer Cell Phone Guideline**

An officer transitioning out of a full-time position may keep the FPSE-provided cell phone for up to six months following the end of his/her term of office.

An outgoing officer will also be permitted to retain the telephone numbers after the end of his/her terms.

### **Additional Recommendations**

Review Moving Expenses and Officer Relocation Budget Lines.

The committee recommends that the Secretary-Treasurer review the amount currently budgeted for moving expenses and officer relocation and determine whether the amount is adequate given the rising costs associated with moving and relocation expenses, and report to Presidents' Council on any subsequent budget adjustments recommended for the next fiscal year.

Respectfully submitted,

Sub-Committee members:

Terri Van Steinburg, Member-at-Large  
Nanci Lucas, First Vice-President  
Rocque Berthiaume, Second Vice-President

## PRESIDENTS' COUNCIL RESOLUTION #14

### PROPOSED TERMS OF REFERENCE:

#### **FPSE PRIVATE SECTOR & ORGANIZING STANDING COMMITTEE**

Reporting to: The FPSE President and the Presidents' Council.

Composition: The Private Sector & Organizing Committee is composed of up to two designated representatives from each sub-local of Local 21, the Private Sector Faculty & Staff Association.

Meetings: Meetings as required by the Committee to fulfill its responsibilities, limited only by the funding allocated to the Committee.

Term of Appointment: Representatives should, whenever possible, serve for a two year term.

Chairperson: The Committee shall elect a new Chairperson at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.

The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.

The Chairperson shall attend the Annual General Meeting and Convention.

The duly elected Chairperson of the Committee shall continue to serve as Chairperson where the Chairperson ceases to be a designated local representative to the Committee.

Observers: By invitation of the Chair.

Quorum: A majority of representatives.

Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority. By-Law #6 guides.

Funds: As allocated in the annual budget.

Policy Statement: The Private Sector & Organizing Committee works to promote the interests of those members of FPSE locals and sub-locals who work for private sector employers or for employers who are not part of the publicly-funded BC college, university or institute system.

The Private Sector & Organizing Committee seeks to enhance the organizing efforts of FPSE and FPSE locals so that the benefits of unionization can be spread throughout the educational and training sector.

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in the salary, working conditions, and employment security of private sector faculty and develop strategies to protect and enhance their interests.
2. Develop and recommend to the Presidents' Council a program of lobbying objectives to advance the interests of private sector faculty.

*(2010)*