

## Standing Committee Roles

July 2008

### Committee Chair:

- ◆ Chairs meetings.
- ◆ Reports and speaks for the committee to FPSE Presidents' Council, if required.
- ◆ Develops meeting agendas with input from committee members, the Executive Liaison and the Staff Representative assigned.
- ◆ Attends the FPSE Annual General Meeting (AGM) and reports on behalf of the committee.
- ◆ Reports to and attends the March Presidents' Council as an observer (voice but no vote), and others upon request of the President.
- ◆ Ensures committee meetings adhere to the FPSE Constitution and By-Laws and act within their role as an advisory body to Presidents' Council.

### Executive Liaison:

- ◆ Acts as a conduit of information and decisions between Presidents' Council and the committee.
- ◆ Represents Presidents' Council to the committee.
- ◆ Reports and speaks for the committee to Presidents' Council, if the committee Chair is not present.
- ◆ Assumes the Chair in the absence of the Standing Committee Chair.
- ◆ Provides input into the committee agenda.
- ◆ Takes minutes in the absence of FPSE staff.

### Committee Members:

- ◆ Share information and local experiences with the rest of the committee.
- ◆ Work to provide advice, information, research and recommendations to Presidents' Council (via Chair and Executive Liaison).
- ◆ Follow direction from the Chair when the meetings are in session.
- ◆ Act upon direction from Presidents' Council.

**Committee Members** *(continued)*

- ◆ Participate fully and come prepared to all meetings.
- ◆ Participate in the decision-making processes of the committee.
- ◆ Are prepared to join and actively participate in *ad hoc* sub-committees.
- ◆ Report back to local union executives about the meetings in a timely manner.

**Staff Representative:**

- ◆ Provides support and advice to the committee and the committee Chair.
- ◆ Provides input into the committee agenda.
- ◆ Records and produces draft committee minutes.
- ◆ Submits relevant committee motions to PC for review
- ◆ Provides support to sub-committees.
- ◆ Arranges guest speakers and workshops for the committee.
- ◆ Ensures Support Staff, the FPSE President, and others as appropriate are updated regarding the committee's needs and activities.
- ◆ Assists the Chairperson, Executive Liaison and committee members as required.
- ◆ Creates a summary of resolutions and actions, and forwards to committee members in a timely manner.

**Support Staff**

- ◆ Keeps committee membership lists and list-serves current.
- ◆ Books hotel rooms for members attending meetings.
- ◆ Assists with flight arrangements if required.
- ◆ Organizes meeting room bookings and catering.
- ◆ Organizes distribution of material to members.
- ◆ Assists committee Chair, Executive Liaison, Staff Representatives and members as required.