



SASKATCHEWAN
Federation of Labour

COMMITTEE

HANDBOOK

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COMMITTEE OBJECTIVES

Every Saskatchewan Federation of Labour (SFL) committee plays an important role in our provincial labour movement. SFL committees represent a coming together of workers from all different backgrounds, experiences, and unions.

Each committee must commit to achieving, through various means, the principles of social unions – the community-minded form of unionism long practiced by the SFL. All actions and decisions of committees must work to fulfill one or all of these principles:

PRINCIPLE 1: EDUCATION

Committees must undertake actions that educate and build our capacity as a movement. Popular education has always been a foundational belief of trade unionism, and the SFL is committed to fostering and strengthening that belief.

Education can include issue sessions, skills workshops, issue-based campaigns, the promotion of ideas and ideals, and anything that challenges us to experiment, grow, and become engaged with something new.

PRINCIPLE 2: SOCIAL UNIONISM

Our labour movement has never existed in isolation, and we can never achieve our goals if working alone. That is why committee members and committee work must foster or build upon community solidarity.

Community solidarity can include attending meetings and events of other organizations, listening to the concerns and challenges of our community allies, and supporting other progressive groups in real, tangible ways.

PRINCIPLE 3: ELECTORAL ENGAGEMENT

While we strive to educate ourselves and others, promote solidarity, and build our community organizing capacity, we must also remember that ultimately decisions are made by governments – decisions that affect our families, jobs, and communities. All issues, in some way, connect back to local school boards, municipal, provincial, or federal governments, and SFL committees must work towards engaging people with their electoral processes.

Electoral engagement can include getting people to sign petitions on an issue that your committee is working on, offering guidance on campaigns, or forming coalitions with like-minded community groups to conduct election work.

STRUCTURE & APPOINTMENT

SFL Committees have been or can be established in various ways:

- A resolution passed at an SFL convention.
- A motion by executive council.
- Additionally, ad hoc committees can be established by the SFL executive officers to deal with specific situations as they arise.

Immediately following convention, a notice and nomination form is sent to all affiliates, requesting applications for SFL committees. It is the responsibility of each affiliate to submit completed nomination forms to the SFL office. Names put forward must be members in good standing or staff of affiliated unions.

Nominees to the following committees must identify as a member of the group represented: Indigenous, Solidarity & Pride, Women's, Workers of Colour, Workers with Disabilities and Young Workers.

At the first meeting following the SFL convention, executive council will appoint an officer or vice-president as chairperson for each committee. Vice-presidents representing equity groups (Indigenous, Solidarity & Pride, Women's, Workers of Colour, Workers with Disabilities and Young Workers) are automatically appointed as chairpersons for their respective committees. Vice-presidents representing an equity group must identify as a member of that group. In a case where a vice-president is not available, district labour council representatives will be considered.

Committee terms will commence upon appointment by Executive Council and expire as of opening of the following convention.

Each affiliate union that is entitled to at least one SFL vice-president may submit up to two (2) names per committee. Each affiliate will be granted only one (1) vote on a committee. The SFL executive officers reserve the right to limit the total number of members on a committee.

The names put forward by affiliates are presented to executive council and are ratified by way of a motion.

Committee members can be added or deleted at any time throughout the term but will require a motion by executive council.

The SFL President and Secretary-Treasurer are ex-officio to all committees.

Canadian Labour Congress (CLC) representatives may sit on committees to act as a resource, with voice but no vote.

OPERATION OF COMMITTEES

COMMITTEES OF THE SFL

- Apprenticeship
- Education
- Environment
- Indigenous
- Occupational Health and Safety/Workers' Compensation
- Pensions & Benefits
- Solidarity & Pride
- Women's
- Workers of Colour
- Workers with Disabilities
- Young Workers

WORKING GROUPS & AD HOC COMMITTEES

Working groups may be established and ad hoc committees may be struck to deal with emerging issues.

MEETINGS

Effective for the 2022-2024 committees onwards, the following applies:

Committee meetings will be planned in the most economical manner. Each committee is pre-approved for up to two (2) virtual meetings per year. This is in addition to the all-committee meeting that is held following the election of new committees, for strategic planning purposes, which will be held in-person if possible.

Committees requiring additional meetings or funds for specific activities are required to submit an Additional Funding Request Form to the Executive Officers outlining the rationale and an estimated budget (reference Appendix 2).

COMMITTEE FUNDING

The SFL funds the Chairs of the Committees, who are members of the SFL Executive Council. Affiliates may also choose to put forward the names of staff and full-time elected representatives for our committees. The wages and expenses for these representatives will be the responsibility of the affiliates. Meetings are held virtually and typically last 2 to 4 hours.

Effective for the 2022-2024 committee appointments onwards, the SFL will cover expenses (wages, travel and meals) for one (1) member on the following committees from a union with under 1000 members:

- Indigenous
- Occupational Health and Safety/Workers' Compensation
- Solidarity & Pride
- Women's
- Workers of Colour
- Workers with Disabilities
- Young Workers

The participation of all other committee members, including committee members from a union with under 1000 members not selected for the funded position, will be the responsibility of the nominating affiliate.

ROLE OF THE CHAIRPERSON

- Ensure that committee activities focus on the three social unionism principles, and report progress as required by executive council. A section in the report must include how the committee's activities directly fit within social unionism principles.
- Participate in committee chairperson meetings.
- Set meeting dates in consultation with the SFL staff assigned to the committee.
- At the first meeting of the two-year term, the chairperson will ensure that the mandate and terms of reference of the committee are discussed and revised if necessary. Revisions are to be presented to executive council for approval.
- Solicit agenda items from committee members and develop an agenda for each meeting. Agenda items should be specific to the mandate of the committee, and fit within social unionism principles. If agenda items are submitted by committee members that are not directly related to the committee, the chairperson will advise the committee member of such.
- Prepare an annual report to the SFL convention and submit to SFL staff.
- If additional funds are required, prepare an *Additional Funding Request Form* and present it to executive council for approval.
- With prior approval from the executive officers, attend meetings of CLC committees related to their committee (if applicable). It is required that a report of these meetings be submitted to executive council. The report must include a section on how the meeting's deliverables and actionable items fit within social unionism principles.
- Chair all meetings or conference calls of the committee.

ROLE OF COMMITTEE MEMBERS

- Committee members are expected to volunteer their time outside of committee meetings in order to achieve committee's goals, members should be aware that travel to meetings may be necessary.
- Participate in all meetings or conference calls.

- Be familiar with social unionism principles, and their respective committee’s terms of reference and mandate.
- Volunteer at committee meetings to take the minutes (reference Appendix 1 for the minutes template).
- Bring forward agenda items on behalf of their union and report back to their union on activities of the committee (process to be determined by each affiliate).
- Actively contribute to the activities of the committee and suggest actions and work that relate to social unionism principles.

ROLE OF SFL STAFF

- Help ensure all committee work and actions fall within social unionism principles.
- Provide advice and support to the committee.
- Arrange for meeting logistics.
- Arrange for meeting notices to be circulated to committee members.
- Support committee chairpersons when they are developing action items for meeting minutes, and when writing committee reports – ensuring sections on how the committee’s work and actions fall within social unionism principles is included.
- Ensure that minutes and reports are submitted to the SFL office for circulation to committee members, executive council and, if requested, executive officers.
- Gather committee reports for SFL’s annual convention workbook.

ROLE OF EXECUTIVE OFFICERS

The SFL executive officers are ex-officio members to all committees.

An ex officio member is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. A common misconception is that the participatory rights of ex officio members are limited by their status. Frequently, ex officio members will abstain from voting, but unless bylaws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting. - Robert’s Rules of Order

APPENDIX 1

COMMITTEE MINUTES TEMPLATE

SFL Environment Committee Meeting
February 29, 20XX, 1:00 pm – 3:00 pm
Virtual via Teams

Present: Chairperson Jane Doe (Union), Aamira Bare (Union), Alex Tootosis (Union),
Recorder Lois Griffin (Union)

Regrets: Salman Lashari (Union)

Absent: Roger Getty (Union)

Called to order by Jane Doe at 1:00 pm.

1. Agenda

Add to agenda – Climate change campaign work session.

M/S: Doe/Bare moved to adopt the agenda as amended. Carried.

2. Minutes of Last Meeting

M/S: Griffin/Tootosis moved to adopt the minutes of May 1, 20XX as circulated.
Carried.

3. Review of Social Unionism Principles

Principles were circulated and discussed.

4. Action on Convention Resolutions

M/S: Griffin/Bare moved that the environment committee hold a water conservation workshop in one month's time, fulfilling the need to take action on water conservation as directed by SFL convention and to fulfill the social unionism principle of education.
Carried.

5. Action on the Social Unionism Principles

M/S: Bare/Griffin moved that the SFL environment committee will engage in building community solidarity, as per social unionism principle #2, by requesting membership with the Saskatchewan Environmental Stewards Association. Carried.

M/S: Tootoosis/Doe moved that the SFL environment committee members hold an informal brainstorm next weekend, to develop a list of possible committee actions that align with social unionism principles. Carried.

6. Action and Accountability Check

Who	What	By When
Lois Griffin	Send SFL staff to two or three possible locations to book for the water conservation workshop	March 7, 20XX
Lois Griffin Recorder	Send committee minutes to chairperson and SFL staff for proofing and circulation.	March 31, 20XX
Aamira Bare	Contact the Saskatchewan Environmental Stewards Association and fill out the proper membership application forms.	March 10, 20XX
Alex Tootoosis	Select a restaurant to hold our social unionism principles brainstorming session and send a reminder email the day before it happens.	March 3, 20XX
Jane Doe Chairperson	Call each committee member that has a deadline to see if their action has been completed, or if they need any assistance.	June 31, 20XX

7. Other Business

8. Next Meeting

June 31, 20XX, 1:00 pm – 3:00 pm, Virtual via Teams

Meeting adjourned at 3:00 pm.

APPENDIX 2

COMMITTEE ADDITIONAL FUNDING REQUEST FORM

Committee: _____ Date: _____

Description of additional funding required (provide specifics including how these activities will contribute to social unionism principles):

BUDGET SPECIFICS

Description of Expense	Cost per Unit (if applicable)	Total Cost
TOTAL REQUEST		\$

Submitted by: _____