



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.

Prior to even-numbered year conventions, 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 to occupy an SFL-funded position (see page 6). Otherwise, their participation must be paid for by their union: Indigenous, Solidarity and Pride, Women's, Workers of Colour, Workers with Disabilities and Young Workers.

At the first meeting following the SFL convention, executive council will appoint a table officer or vice-president as chairperson for each committee. Vice-presidents representing equity groups (Indigenous, Solidarity and 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 even-numbered year 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

MEETINGS

Committee meetings will be planned in the most economical manner. Each committee is pre-approved for up to one (1) one-day face-to-face meetings per year and virtual meetings as may be required. This is in addition to the all-committee meeting that is held following the election of new committees, for strategic planning purposes.

Committees requiring additional meetings or funds for specific activities are required to submit an *Additional Funding Request* form to executive council outlining the rationale and an estimated budget (see Appendix 4).

WORKING GROUPS & AD HOC COMMITTEES

Working groups may be established and ad hoc committees may be struck to deal with emerging issues. The SFL will cover expenses for meeting room rental, health breaks, and expenses of the working group or ad hoc committee chairperson, in accordance with SFL policy. Affiliates are responsible to cover the expenses for their members.

FUNDING

The SFL will cover expenses for meeting room rental, health breaks, lunch and expenses of the committee chairperson, in accordance with SFL policy. The SFL will also cover expenses (wages, travel, and meals) for up to eight (8) members on the following committees:

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

For all other committees, affiliates are responsible to cover the expenses for their members. These committee are:

- Apprenticeship Committee
- Education Committee
- Environment Committee
- Pensions & Benefits Committee

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 (example on Page 16);
- 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 such as booking meeting rooms and meals;
- 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 4: COMMITTEE MINUTES TEMPLATE

**Environment Committee Meeting
SFL Office - Regina
February 29, 20XX**

Present: Chairperson Jane Doe (union), Aamira Bare (union), Alex Tootoosis (union),
Recorder Lois Griffin (union)

Regrets: Salman Lashari (union)

Absent: Roger Getty (union)

Call to Order at 10:30am

1. **Agenda**

Add to agenda – Climate change campaign work session.

Doe/Bare

To adopt the agenda as amended.

CARRIED

2. **Minutes**

Griffin/Tootoosis

To adopt minutes of May 1, 20XX as circulated.

CARRIED

3. **Review of Social Unionism Principles**

Principles were circulated and discussed.

4. **Action on Convention Resolutions**

Griffin/Bare

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**

Bare/Griffin

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

Tootoosis/Doe

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 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 brainstorm in, 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 at 10:30 am.

Meeting adjourned at 3:00 pm.

APPENDIX 5: COMMITTEE ADDITIONAL FUNDING REQUEST

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: _____

