



# Education Committee

## Terms of Reference & Procedures Manual

# Unifor Local 111 Education Committee Vision Statement & Objectives

## Vision Statement

By engaging our Membership in a progressive learning environment, we encourage the development of strong, informed Activists and Representatives.

## Objectives

- Identify training needs, request courses and coordinate union education.
- Develop courses and educational resources to fill the needs of the Local.
- Ensure effective communications with training sources (e.g., Unifor Regional and National Offices and other labour bodies, employer, community groups and agencies).
- Coordinate access to educational opportunities by effectively notifying the Membership and Representatives of learning opportunities.

## Unifor National Constitution Article 15

### D: LOCAL UNION COMMITTEES

1. A Local Union should establish the following Standing Committees:
  - Constitution and Bylaws
  - Education
  - Environment
  - Recreation
  - Community Services
  - Human Rights
  - Lesbian, Gay, Bisexual and Transgender (LGBT)
  - Aboriginal and Racialized Workers
  - Workers with Disabilities
  - Union in Politics
  - Women's
  - Young Workers
  - Health and Safety
2. A Local Union may decide to consolidate Committees or establish additional Committees.
3. Local Union Standing Committee members may be elected or appointed by the Local Union Executive Board.

## Activities

- Conduct a needs analysis from time to time using various tools (e.g. canvassing, questionnaire, liaison with the Local Executive and other committees).
- Obtain information on learning opportunities offered by the Unifor, BC Federation of Labour, CLC, and other labour bodies.
- Provide input into the Unifor Regional Education Plan.
- Develop an annual education plan for the Local, as revised from time to time.
- As required by the Local bylaws develop a budget and submit it to the Local Executive for approval.
- Actively communicate with the Membership on learning opportunities (e.g., through representatives, email, the Unifor 111 website, and posted bulletins).
- Bookmark Union Education on the Unifor National website and check regularly for updates (<http://www.unifor.org/en/member-services/education>).
- Recruit, register, and recommend members applying for union courses, conferences, and other union education programs.
- Contribute articles or other information on union education to the local newsletter on a regular basis.
- Maintain a record of all union education completed by each member.
- Provide input on changes to the local bylaws that will improve Membership access to union education.
- Liaise with the Property Representatives and Chief Job Stewards on the training needs of local stewards and other union representatives.
- Maintain a speakers' list and training resources on a variety of topics and update from time to time.
- Receive reports from members who have received financial support to attend educational opportunities.

## Committee Structure

The Committee will consist of a minimum of 3 members. Every effort will be made to ensure the Representatives reflect the diversity of the workforce.

The Committee may appoint a member-at-large from time to time with the approval of the Executive Board.

The Committee will elect 1 Chairperson, 1 Co-Chairperson and 1 Recording Secretary from the Representatives.

## Responsibilities

- The Committee Chairperson(s) will liaise with the Local Executive.
- The Committee Chairperson(s) (or a member of the Local Executive) will arrange with the employer to obtain time during working hours for committee members to meet and also to participate in the activities of the committee. They will negotiate training time and/or expenses for staff to participate in on-site and

off-site learning activities.

- The Committee will review its Terms of Reference yearly.
- All members of the Local will be encouraged to forward any information or requests on learning opportunities to the Committee.
- The Committee will maintain an email group of contact persons on each property who will circulate information on union education.
- The Committee Chairperson(s) will provide Committee members with any information received by the local that relates to education.
- The Education Committee will name the Local's Representative(s) to organize joint union/employer learning activities.
- The Education Committee will coordinate registrations for training and maintain reports of Membership attendance (including reasons for nonattendance).

## **Meetings**

- Members will meet on a bi-monthly basis, or as needed.
- Decisions will be made by majority vote after due consideration and discussion.
- The Committee will identify ways to divide the work of the Committee so that meeting time outside of working hours is kept to a minimum.

## **Resources**

- Membership list;
- contact list of Local Executive, other Local Officers, Stewards, Committee members and any other Representatives of the Local;
- Terms of Reference for Local Education Committee;
- Unifor National Education schedule;
- website addresses of Unifor local and national;
- information on developing learning plans;
- application forms;
- approved budget;
- sample surveys;
- designated Discussion Leader list;
- speakers' list;
- Local bylaws.

## **Records**

- Registry of members who have attended union courses.
- Copies of completed application forms, including a system for forwarding completed applications of recommended applicants by the respective deadline dates.
- Minutes/reports of committee meetings and other records of committee activities.
- Copies of posters and other communications relating to education organized or supported by the committee.

## **Budget**

The Committee will have an annual budget, as approved by the Local Executive.

The Committee will provide recommendations to the Local Executive on the various allocations (e.g., "top-up" for weekend and other programs; financial assistance for members to attend conferences and other learning opportunities; cost sharing partnerships with labour partners).

## **Report**

The Committee Chairperson(s) will report on the activities of the Committee to each meeting of the Local Executive Board.

## **Evaluation**

The Committee will develop its own evaluation tools (e.g., evaluation forms for various seminars, number of members registering and applying for courses, activity level of "graduates") and evaluate its work on an ongoing basis.

## PEL Application Local Involvement Questionnaire

1. Do you attend General Membership meetings? If yes, how often?

2. Do you attend Property Meetings? If yes, how often?

3. Are you presently on any Local Union Committees? If yes, which Committees and for how long?

4. Have you ever been a member of any Local Union Committee in the past? If yes, which committees and when?

5. Have you ever worked on any programs, events or projects for your Local? If yes, what and when?

6. Do you participate in Local sponsored events? Please list some examples of events you have participated in.

7. Have you ever participated in any protests or community actions such as 'Up the Minimum Wage', or picket line support? If yes, which ones and when?

8. Are you actively involved in any community activity such as coaching sports, volunteering, etc.? If yes, please give specifics

9. Have you ever taken any labour related educational courses (ie, Unifor, BC Fed)? If yes, what and when?

10. Have you ever applied for a Paid Education Leave Course before?

A) If yes, what and when?

B) What have you done since your last application for PEL that demonstrates an enhanced level of commitment?

**On an attached page:**

1. Please write a summary of the reasons you would like to attend this course.

2. If selected, what do you hope to achieve/how will you use your new education when you get back.

\*If you require any help finding this application, please contact your Education Committee Representative or Property Representative.

# PEL Selection Process

## 1. Application Package

- available at <http://www.unifor111.ca>, as well as in hard copy on each property
- comprised of:
  - local involvement questionnaire
  - attached one-page statement answering questions 11 and 12 of the questionnaire
  - applicant must confirm receipt of application by phone call or e-mail to local Recording Secretary or designate
- A separate application must be filled out for each course applied for
- Must include a letter of recommendation from Property Representative or Chief Job Steward or other Union Representative

## 2. Education Committee

- Education Committee will also consult General Meeting & Property Meeting attendance books to confirm regular attendance, if required
- this information is attached to the application package and forwarded to the Selection Committee

## 3. Selection Committee

- all PEL applications are reviewed by the local PEL Selection Committee (5 members)
  - President or designate
  - Area Director or designate
  - Chair or co-chair of the Education Committee
  - rotating local Executive Board member
  - rotating 4-week PEL graduate

## 4. Local Executive Board

- applications recommended by the Selection Committee are forwarded to the local Executive Board for approval
  - all applicants, regardless of the success of their application, will receive a response letter

## 5. Post Course Follow-up

- applicants will write a brief report on their experience in Port Elgin and their plans to utilize their education in the Local
- the report will be submitted to the Recording Secretary of the local and forwarded to the local Executive Board
- a record of all applications, response letters, and post-course reports will be maintained by the Education Committee
- all PEL applicants will have a 6 month period to evaluate if knowledge and

experience acquired after completing a course is being put towards benefitting the Membership.

- a) After that 6 month period, the Education Committee and the Chief Job Steward will meet with those who have completed PEL courses for an evaluation and assignment of duties.
- b) That new applications for other courses will not be considered until such time as Step A has been completed.

## Registration for Local Courses

*Including Basic Job Steward Training, 1-day Local Area Schools, and 3-day Courses.*

register@unifor111.com

All interested members must register via e-mail to the local Recording Secretary or designate:

- e-mail should contain name, property, seniority number, and course/name date
  - applicants must confirm receipt of registration by phone or e-mail
- other than Basic Job Steward Training, all applications are sent to the National, after local approval
- any applicants for courses where lost time is paid by the local will be reviewed by the local Executive Board

## Registration Approvals and Confirmations

### Basic Job Steward Training

- first-come, first-served
- registration is confirmed by e-mail two weeks before the course date

### 1-day Local Area Schools

- first-come, first-served
- Local Area Schools are open to all locals
- registration is confirmed by e-mail one week before the course date

### 3-day Courses (and any other course with lost time paid)

- all applicants are reviewed by the local Executive Board, with consultation of the Property Representative for the applicant's property
- all applicants receive a response letter regarding their application

**Registration for Conferences** - Do you still want this in here?

## Bulletins & Postings

### General Posting Guidelines

- properties are asked to post educational opportunities at least two weeks before the application deadline
- leave bulletins up at least one week after deadline
- recommended: leave bulletin posted one week after course date

### Call Letters/Accepting Applications Bulletins

- include expiry/application deadline in all course bulletins
- recommended: send an “applications closed” bulletin to be posted after deadline

### Records

#### Attendance

- members must sign in for each day of each course
- a record is kept of what courses members have completed
- attendance records will be maintained by the Education Committee for the reference of the Local

### Resources

- educational materials, including course documents, are kept in the Local office
- every effort will be made to keep education materials in an electronic format, as well as in hard copy
- Refer to Bylaw 18.51