

Chapter 002 / Local 002



Terms of Reference

Committee Name: Chapter 002 Meeting Planning Committee

Purpose: Committee was formed to plan Chapter General and Chapter Executive meetings.

Scope: Committee can:

- Discuss, plan and set agenda
- book venues (usually AUPE headquarters) and organize meals as snacks as needed
- arrange and invite speakers
- draft chapter 002 engagement plan for consideration by either chapter executive or general membership

Authority: Committee is authorized to arrange meetings within Chapter budget. Members will make final decisions on engagement plan.

Membership: Chapter table officers.

Meeting arrangements: Planning Committee meetings will be scheduled as required. Location will be at Solidarity Place if available or for evening meetings may be at a downtown location. Quorum will be a minimum of three table officers.

Reporting: Committee will report at Chapter 002 meetings or via email.

Resources and budget: Minimal resources will be required (i.e., time off) as meetings will be held on weekends or evenings. Expenses related to holding these meetings will be covered (meal, mileage and parking).

Deliverables: Committee will organize a minimum of two chapter general meetings plus the annual general meeting in addition to executive or worksite meetings as needed. Committee may draft an engagement plan for approval.

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