

# **Advisory Caucus Terms of Reference**

## **Community and Social Services Delivery Program Advisory Committee**

### **Objective**

- To come together in person as a committee to create an agenda for the following day's meeting with the employer as per Subsidiary #2, Letter of Understanding #2.
- To determine and define which issues are provincial in scope, and take those issues to the employer meeting the following day.
- To bring forward Local 002 member's issues that are only related to delivery services.

### **Representation**

- Representation will be comprised of Community and Social Services Delivery staff and Local 002 Chair.
- Eight employees, representing one employee from each region (two in Edmonton) plus one observer alternate totalling nine members at the employer meeting.
- Eight alternates, one from each region (two in Edmonton) for succession planning and to fill last minute cancellations. Intent is to always have the maximum number of members at the employer meeting.
- Out of the eight committee Members; there will be a committee Chair, Vice Chair and Secretary. Elections to be held in the same year as the Local 002 Executive Council elections. If needed, an election to fill the above mentioned positions, will be held at the next caucus meeting should one of the positions become vacant between that two year term.
- One Alternate will attend each Advisory Committee meeting with the employer as an observer.

### **Selection of Committee Members**

- Each regions committee representative selects new members through an expression of interest from eligible AUPE members who work in delivery services, who have an interest in union activism as well as a collaborative approach to problem solving issues, as committee positions become available.
- Alternates will move into the vacant role if the committee member of that region resigns from the group and a new alternate will be appointed to the committee.
- Whereas Edmonton region appoints two Members and two Alternates; the longest serving alternate will move into the committee role first.

### **Meetings**

- We will hold four Caucus meetings on the Thursday prior to the Advisory Committee meeting with the employer the following day.
- Meetings to be held at AUPE headquarters.