

Terms of reference for a UNIFOR Local 6004 Good & Wellness committee

Mission

The objective of this committee is to assist, honour and respect the members of Local 6004:

- **Assistance** is provided through gift cards anonymously donated to members in need.
- **Honour** is provided by recognizing the anniversary of members in good standing.
- **Respect** is shown to our members by way of charitable donations, if requested by family, in the event of a death or other family crisis.

Membership

The committee will consist of employees from across Local 6004. (Aliant, BCE, Bell)

The committee will consist of a minimum of three members, preferably representing all three composites.

The committee membership will be reviewed on an annual basis.

Roles and Responsibilities

Chair:

The Chair of the Good & Wellness Committee will be a committee member and will be chosen via committee nomination. The chair will:

- Lead quarterly meetings as well as any email discussions that may require action from the committee.
- Draft the agenda prior to meetings
- Ensure all committee members have a chance to speak and be heard at meetings
- Share meeting minutes with UNIFOR Local 6004 executive.

Treasurer:

The treasurer of the Good & Wellness Committee will be a committee member and will be chosen via committee nomination. The treasurer will:

- Keep comprehensive financial records of all expenditures agreed upon by the committee
- Submit receipts for all expenditures to the UNIFOR Local 6004 Treasurer
- Submit a financial statement quarterly to the UNIFOR Local 6004 executive for approval at a General Membership meeting.

Committee Members:

- Promptly alert the chair of any member or any issue potentially requiring the help and assistance of the committee
- Complete assigned action items from previous meetings
- Be prompt and regular in attendance and send regrets to Chair if unable to attend

Minute-taker:

- The Minute-taker will be appointed by the Chair
- Take note of committee discussion at meetings, clearly identify action items and point person for same
- Distribute minutes to committee members in a timely fashion

Decision Making

The Committee will make every attempt to reach consensus on decisions. If consensus or compromise cannot be reached, the Committee will take a majority vote.

Funding

The committee will be allotted a set amount each calendar year by the Local 6004 executive. Should the committee expenditures exceed the allotted amount prior to the end of the year they may make a request in writing to the Local 6004 executive to have the amount increased.

Meetings

Meetings will be held quarterly. There will be a minimum of four meetings per calendar year. Meetings may be convened in person, via conference call or e-mail.

Approved

April 16, 2013