

Appendix A

AEC – Alliance Executive Committee: The Alliance Executive Committee shall be composed of the National President, one National Executive Vice-President and seven Regional Executive Vice- Presidents, all nine of whom shall be elected in accordance with the provisions of Section 23. (PSAC Constitution Section 7 Sub-Section (1) (c))

Alliance Facilitators' Network (AFN) – PSAC members trained as facilitators to educate other Alliance members to provide local, regional and workplace based training opportunities (Policy Statement on the PSAC Membership Education Program - September 1997).

Area Councils (AC) – A duly recognized and established council comprised of PSAC members who have organized in any area of the Prairie Region that can reasonably encompass one Area Council. (PSAC Constitution, Section 14)

A/REVP – PSAC Alternate Regional Executive Vice-President for the Prairie Region.

Branches – The name given to groupings of members who are in the Customs and Immigration Union (CIU) Component. “Branches” are similar to “Locals”.

Directly Chartered Local – Directly Chartered Local means an organized group of members established by the Alliance Executive Committee in accordance with the PSAC Constitution and deriving its jurisdiction, authority and rights from Section 11 of the PSAC Constitution. (PSAC Constitution, p. 19)

Geographic Area – As identified in the PR Bylaws Section 5 (c), the area of jurisdiction has been defined as follows:

Northern Alberta
Southern Alberta
Northern Saskatchewan
Southern Saskatchewan
South-East Manitoba
North-West Manitoba

Human Rights Committee – A duly recognized and established committee comprised of PSAC members who self identify as being representative of Racially Visible Persons, Aboriginal Peoples, Persons with Disabilities, or Gay, Lesbian, Bisexual and Transgendered Persons, and who have organized in any area of the Prairie Region that can reasonably encompass a Human Rights Committee. (PSAC Constitution, Section 15).

In Good Standing –

- A Local/Branch that is not in trusteeship.
- As defined in the PSAC Constitution Section 4 Sub-Section (2)

Local – Includes within its meaning a Directly Chartered Local or when identified as such a Component Local.

NBoD – National Board of Directors

Prairie Region Triennial Convention – PSAC Prairie Region Triennial Convention

PRC – Prairie Region Council

PSAC Prairie Region – The region includes the provinces of Alberta, Saskatchewan, Manitoba and remote areas in other provinces and territories, where members pay dues and are served by the PSAC Prairie Region.

PSAC Prairie Regional Office Area – The area serviced by the regional office in question.

Regional Women’s Committee (RWC) – A duly recognized and established committee comprised of a group of PSAC women who have organized in any area of the Prairie Region that can reasonably encompass one Regional Women’s Committee. (PSAC Constitution, Section 15).

REVP – PSAC Regional Executive Vice-President for the Prairie Region.

Separate Employer Locals (SEL) – For the purposes of Prairie Region Council Elections, Separate Employer Locals means the following: Locals for bargaining units falling within the Prairie Region such as Avion Services Corp., The Winnipeg Regional Health Authority Deer Lodge Centre Site, Freshwater Fish Marketing Corp., Hudson

Bay Port Company, Churchill Marine Tank Farm, Canadian Museum for Human Rights, All Nations' Healing Hospital Inc., Aramark Canada Ltd. 15 Wing Moose Jaw, ATCO Structures & Logistics Ltd. 15 Wing Moose Jaw, Sodexo Canada Limited, Saskatoon Airport Authority, Regina Airport Authority Inc., Calgary Airport Authority, Winnipeg Airports Authority Inc., and Edmonton Regional Airports Authority.

Separate Employer Locals do not include Locals in bargaining units and employers covered by the Public Service Relations Act (Treasury Board or Separate Agencies), Directly Chartered Locals, or Code certified bargaining units that are national in scope, such as, Canada Post, NAV Canada and the Royal Canadian Mint.

Appendix C

Terms of Reference PRC Finance Committee

I. PURPOSE

The purpose of the Finance Committee is to monitor significant financial planning, management and reporting matters of the PRC, and make recommendations and oversee the audit.

II. COMPOSITION AND OPERATIONS

The Committee shall be composed of no fewer than four members of the PRC. The membership may be increased at the discretion of the PRC

The Committee shall elect from amongst itself a Chair.

The Committee will normally meet a minimum of four times a year by the most economical means

Additional meetings will be scheduled as necessary

Members are required to advise the committee chair of their inability to attend a meeting.

The majority of members of the committee will constitute a quorum.

Committee members will be expected to attend all meetings

REVP and/or Regional Coordinator may assign a staff person to support the work of the committee

III. DUTIES AND RESPONSIBILITIES

The Finance Committee has the responsibility to:

Make recommendations for PRC approval and/or deliver reports to the PRC in the following areas:

1. Annual PRC budget
2. Annual audited financial statements

3. Monitor expenditures to ensure they do not exceed the overall total of the budget over the course of the three-year budget cycle
4. Appointment of auditors in accordance with current Prairie Region Bylaws
5. Policies related to financial management of the Prairie Region Council budget
6. Review Committee (s) year-end financial reports, budget and allocation request and amounts to (PRC and REVP).
7. Recommend Finance Resolutions to the PRC
8. Advise/co-operate with PSAC Prairie Region Triennial Convention Finance Committee.

Responsibility of the Chair:

Schedule meetings, request conference call line from REVP office, ensure reports are submitted to PRC

Liaison to and from the committee to the council and REVP

IV. ACCOUNTABILITY

The Committee shall report its discussions to the PRC by maintaining minutes of its meetings and providing a written report to each PRC meeting and Convention (as per the PRC bylaws that each committee report to each PRC and also that they report to Convention in writing)