

Anti-Racist Committee Terms of Reference

1. Name:

The name of this ETFO-WRTL committee shall be the Anti-Racist **Education** Committee.

2. Composition:

- a) The Anti-Racist **Education** Committee shall consist of a minimum of 4 people and a maximum of 15 appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

3. Function and Role:

- a) The Anti-Racist **Education** Committee is responsible to and shall take direction from ETFO-WRTL Executive.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Anti-Racist Education Committee to:
 - to identify ways to educate members about cultural, racial and linguistic diversity with an anti-racist focus
 - to work towards goals of knowledge, sensitivity, vigilance and empowerment

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i. meeting with the President or designate prior to September 30
 - ii. reporting regularly, or as requested to Executive
 - iii. handling committee correspondence
 - iv. keeping records of expenditures and receipts relative to the Anti-Racist committee
 - v. present the Anti-Racist **Education** Committee recommendations to the local executive for information
 - vi. submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st
 - vii) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
- b) The duties of committee members shall include:
 - i. attending scheduled meetings of the Anti-Racist **Education** Committee
 - ii. notifying the chairperson of the Anti-Racist committee if unable to attend a meeting
 - iii. carrying out the functions as directed by the committee chairperson
 - iv. submitting mileage or equivalent by year-end

5. Meal Allocation:

- i) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

6. Procedure for Resignation:

- a)** All resignations shall be by letter to the chairperson of the Anti-Racist **Education** committee who in turn will forward the resignation to the ETFO-WRTL President.
- b)** With the advice of the chairperson, Rep Council upon the recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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