



# CATCA Women's Committee - Terms of Reference

These terms of reference (ToR) were established following the 2019 Convention, when the Women's Committee was formed.

**Committee Name:** CATCA Women's Committee

**Type:** Advisory

**Purpose /Responsibilities:**

- To give the women of CATCA the opportunity and the place to mentor, support and inspire each other.
- To encourage women to participate in the union.
- To support measurable, sustainable, and positive change in the status of women within CATCA.

**Authority:**

- The CATCA Women's Committee makes recommendations to the CATCA Executive Board.

**Composition:**

- The Committee is comprised of volunteer CATCA members. Both men and women are invited to participate. The Executive Board shall review applications from volunteers, and appoint eight (8) members, one from each FIR and one from the National Capital Region (NCR). The Chair will be selected by the group and will be a volunteer within the Committee.
- The term of each position shall be three (3) years coinciding with the other CATCA committee terms (starting on January 1<sup>st</sup> following the Convention).

**Meetings:**

- Meet via teleconference quarterly and correspond via email between calls.
- Meetings of the committee shall be held at a time and place to be determined by the members of the committee.
- A majority of the members shall constitute a quorum for the transaction of business

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**Reporting:**

- The CATCA Women's Committee reports to the CATCA Executive Board. Benoit Vachon, RVP St. Laurent, is the Executive Board liaison.

**Budget:**

- No budget has been allocated to the Women's Committee.

**Deliverables:**

- Communicate regularly with the membership to promote women's status within CATCA.
- Support measurable, sustainable, and positive change in the status of women within CATCA.

**Review:**

- The Executive Board should review and amend the terms of reference in the fall before the end of the term to ensure that they are set for the next term.
- The Women's Committee should review the terms of reference at least once a year during a meeting to ensure adherence to them. If the Women's Committee wishes to amend the terms of reference (ToR), it should present its recommendations to the Executive Board liaison for review by the Executive Board.