

# **REPRESENTATION COMMITTEE TERMS OF REFERENCE**

## **Composition**

The Representation Committee is comprised of the Vice-President Labour Relations and the President.

Subject to anything to the contrary contained herein, Representation Committee members may appoint alternates as appropriate.

## **Purpose and Authority**

For the purposes of these Terms of Reference, Representation Services shall include AJC representation and advisory services on member-specific or general AJC matters as they relate specifically to the working terms and conditions of employment of lawyers as defined in the AJC's collective agreement.

The Representation Committee is responsible for the following:

1. Overseeing the delivery of Representation Services generally;
2. Defining the extent of the Representation Services, subject to any Governing Council or Executive Committee resolutions;
3. Lending support to the AJC labour relations function, as may be required from time to time;
4. Developing and proposing policies and changes thereto in relation to Representation Services for Executive Committee approval;
5. Making decisions and providing direction in relation to Representation Services as required from time to time;
6. Assessing and evaluating the delivery of Representation Services periodically against the needs and/or expectations of the AJC membership;
7. Providing periodic reports and updates to the Executive Committee on Representation Services;
8. Identifying the annual budgetary requirements related to the delivery of Representation Services; and
9. Approving expenditures relating to the delivery of Representation Services, as appropriate.

## **Chair of the Representation Committee**

The Chair shall be responsible for chairing the meetings, reporting Committee activities to the Executive Committee, ensuring that the meetings move forward and effectively and that periodic updates on Representation Services are provided to Governing Council as appropriate, having regard to privacy considerations.

## **Meetings**

Meetings will be convened on an as needed basis but no less than quarterly, and often times, at the request of a staff member. Meetings may be held in person, by telephone or by email.

## **Governance**

Recommendations and decisions of the Representation Committee, to the extent decisions may be rendered, shall be made by consensus.

The Representation Committee shall report to the Executive Committee.

## **Record-Keeping of Decisions**

Staff shall keep a record of all Representations Committee decisions.

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Related By-Laws/Resolutions Consulted in Preparation of this Document

Constitution: section 7.3

Resolution creating a Representations Committee dated June 3-4, 2006 (see attached)

Resolution passed October 18, 2008 appointing members to the Representation Committee (see attached)

Resolution of October 2009 regarding Representation of Members (see attached)