

**The Aboriginal Action Circle  
of the  
National Capital Region Council  
Public Service Alliance of Canada**

**Terms of Reference**

1. **Name**

The name of this Committee of the NCR Region Council shall be the **Aboriginal Action Circle**, which is a part of the Unity Committee of the Public Service Alliance of Canada (PSAC). It can be abbreviated as “the Circle” or “AAC”.

2. **Aims and Objectives**

To assist the PSAC, the National Capital Region Council and the Locals that comprise the council in carrying out the actions outline in PSAC Policy Paper 30 — Aboriginal Workers, more specifically:

- To work with organizations representing Aboriginal persons and other like minded organizations to press at all levels for recognition of the right to self-determination, the fulfillment of historic Treaty obligations and the timely and just settlement of all land claims.
- To press for legislation requiring mandatory and effective employment equity programs in all workplaces and once implemented to monitor said programs.
- To assist the PSAC in negotiating employment equity on behalf of Aboriginal members with each employer for whom we are certified.
- To help build and participate in a strong network of Aboriginal Union members within the PSAC, the Canadian Labour Movement, and the international labour movement as a whole.
- To advise the PSAC, the National Capital Region Council and the Locals that comprise the Council, with advice and guidance on issues of importance to Aboriginal members and the impact issues have on aboriginal members.

- To assist the PSAC in identifying, developing and negotiating contract language that is of particular concern to Aboriginal members.
- In collaboration with other NCRC committees, develop educational materials for Alliance members concerning race relations, cultural diversity and Aboriginal issues.
- To actively oppose racism, racial harassment and cultural stereotyping in the workplace and in the PSAC.

### 3. **Membership**

The Aboriginal Action Circle is open to all PSAC members in good standing in the National Capital Region who have self identified as Aboriginal. Aboriginal people in other unions, organizations, communities, etc., are welcome to attend our meetings as guests with voice but no vote.

### 4. **Organization and Structure**

From amongst its members the Circle shall choose people to serve as:

- **Chairperson**

The Chairperson shall be responsible for the affairs of the Circle between meetings. The Chairperson will facilitate any meetings of the Circle held during her/his term. During her/his time as the Chair he/she will ensure that issues of importance are communicated to the members of the Circle in a timely fashion. This position does not have any executive decision making powers outside of the normal decision making processes of the Circle.

The Chairperson will be responsible for the agenda and the callout for agenda items at least one week before the meeting date. The membership must be given as much advance notice as possible to allow optimum participation.

- **Secretary**

The Secretary shall be responsible for all non-financial administrative functions of the Circle, including: the production and distribution of Minutes of all regular and special meetings of the Circle, distribution, recording and retention of all correspondence sent and received by the Circle.

- **Treasurer**

The Treasurer shall be responsible for all the financial affairs of the Circle, including: the presentation of a financial report at each meeting of the Circle, the preparation and presentation of an annual financial report to the Circle and to the NCRC, the preparation of an annual budget, to be approved by the Circle before it is presented to the NCRC for approval.

- **National Capital Region Council (NCRC) Representative**

The NCRC Representative shall represent the Aboriginal Action Circle on the National Capital Region Council. He/she will report on the Circle's activities at the NCRC at each regular meeting of the NCRC and also will report back to the Circle on NCRC activities and requests. This position does not have any executive decision making powers outside of the normal decision making processes of the Circle.

## 5. Meetings

During the months of September to June, inclusive the Circle shall meet at least once each month. The meetings in the region are held at 5:30 PM at 15 Holland Ave., in the PSAC Ottawa Regional Office every fourth Wednesday of the month. At the discretion of the Chair, a voluntary smudging ceremony takes place at 5 PM.

During the Months of July and August the Circle will meet on an as needed basis, or when called upon to do so by the Chair, a significant number of members of the Circle or by the NCRC.

The Annual General Meeting of the NCRC Aboriginal Action Circle shall be held in December of every year. The purpose of the AGM shall be to table and discuss

activity reports of the executive members, to review the year's achievements and activities, to review financial statements on the Circle's expenditures, and to plan next year's activities and budget.

Special meetings of the Circle can be called by the Chair, at the request of a significant number of members of the Circle or by the NCRC.

The Circle encourages its members to invite guest and speakers who encompass our Aims and Objectives. As such, the Circle membership is asked to provide at least one week advance notice to the Chairperson and/or the Secretary.

PSAC policies on harassment, child care, and others that may be required are in force at all times during all Circle activities and meetings.

#### **6. Appointment of Officers**

The Officers of the Circle will be selected by a consensus decision of the Circle at its Annual General Meeting in December of each year. The Chairperson, the Secretary, the Treasurer and the NCRC Representative will hold his/her position for a period of three (3) months, with tri-monthly rotation of executive duties amongst the Circle's membership.

#### **7. Finance**

The Circle shall not exceed an expense of more than \$100.00 CDN without the consent of a consensus or majority of its members either through vote/debate, a monthly meeting or via e-mail correspondence.

All receipts for expenses must be sent to the Treasurer to be recorded who will then forward to the NCRC for their action. All receipts received must be accompanied with a note of explanation attached.

#### **8. Decision Making**

The decision making processes to be used by the Circle will be such that they honour the traditional values of Aboriginal peoples by deciding by consensus.

**[Approved by the Aboriginal Action Circle – June 29, 2005]**