

SECTION 9 – STANDING COMMITTEES OF THE BOARD

9.01 Names of the Standing Committees

The Standing Committees of the Board shall be:

- 1) AGM Committee;
- 2) Benefits Committee;
- 3) Keep In Touch (KIT) Magazine and Publications Committee
- 4) Executive Committee;
- 5) Membership Services Committee;
- 6) Advocacy Committee (Pension, Political and Relations)
- 7) Student Awards Committee; and
- 8) Wellness Advocacy Committee.

9.02 Ad-Hoc Organizing Committee

Immediately following the close of elections at each AGM, an Ad hoc Organizing Committee consisting of the President, Vice President and immediate Past President shall be struck. The Organizing Committee shall:

- a) Solicit applications from the RTAM membership for Committee members as soon as reasonably possible after the striking of the Organizing Committee; and
- b) recommend to the Board, at the first Board meeting, members to serve as the chairs of each Standing Committee and any other Ad hoc Committees established in the prior Board year whose work will continue into the current Board year.

9.03 Committee Makeup and General Responsibilities

Each standing committee shall:

- a) Ordinarily consist of a minimum of six (6) committee members, including:
 - i. a chair, who shall be a Director or another member as designated by a Director; and

- ii. a maximum of five members, all of whom shall be RTAM members and no more than two of which shall be Directors from the Board.
- b) Be governed by the Standing Committees' Terms of Reference under subsection 9.07 of the policy manual and/or as directed by the Board;
- c) Develop and recommend actions to accomplish the goals and objectives established by the Board that pertain to Committees, including but not limited, to those identified in the strategic plan;
- d) Monitor and assess developments within their areas of responsibility;
- e) Meet at least once annually, unless otherwise directed by the Policy Manual or the Board;
- f) Report to the Board a minimum of once annually;
- g) Provide an annual report of the Committee at each AGM;
- h) Review the Bylaws and Policies of RTAM as they pertain to the Committee and recommend changes as needed;
- i) Establish and/or maintain an operating guide for the committee;
- j) With the approval of the Board, promote and facilitate pre-retirement contacts with active teachers; and
- k) Take no action without prior approval of the Board.

9.04 Removal of Committee Chairs or Members

The Board may remove a Committee Chair or member, who has:

- a) violated the Code of Conduct;
- b) violated the Respectful Environment Policy;
- c) failed to fulfil the duties of the position;
- d) missed, without adequate cause, three (3) meetings of the Committee; or
- e) requested to be removed.

Subject to the provisions of the Act, the Board may, by resolution passed at a special meeting, remove any Committee chair from office and may fill the vacancy. The said resolution must be adopted by a vote of two-thirds (2/3) majority of the Directors in attendance.

The following due process is to be followed in the event the Board seeks to remove a committee Chair:

- a) The Officer/Director must be informed of the pending resolution for removal at least one (1) month before the Board meeting at which the resolution will be tabled;
- b) The Officer/Director must be informed of the reasons for which the resolution will be tabled; and
- c) The Officer/Director must be informed that they are entitled to respond to the resolution at that meeting, by written submission beforehand or by appearing in person.

9.05 Responsibilities of the Chair of a Standing or Ad hoc Committee

The Chair of a Standing or Ad hoc Committee shall:

- a) Be a Director or designate;
- b) Attend and chair all meetings of the Committee;
- c) Be conversant with RTAM policy, bylaws and the terms of reference of the Committee;
- d) Take no action that would commit RTAM resources or funds or be seen as representing the views and opinions of RTAM without express permission from the Board;
- e) Call committee meetings and determine, in consultation with committee members, whether the meeting will be held in-person or using distance technologies to ensure member participation is maximized;
- f) Prepare an agenda for committee meetings;
- g) Ensure that minutes are recorded, distributed to committee members and submitted to the office for filing;
- h) Prepare a regular report for meetings of the Board and ensure that such report is submitted to the office for filing;
- i) Be responsible for ensuring any other reports and/or information in the interest of RTAM is submitted to the office for filing;
- j) Prepare a report on the work of the committee for inclusion in the AGM Report including a list of members and the number of meetings held;

- k) Seek the approval of the Board for the allocation of budget funds to support approved projects and to inform the Board of, and seek permission for, any projected committee budget over-expenditures prior to incurring same;
- l) Obtain the approval of the President prior to committing RTAM funds or resources from the approved budgets;
- m) Transfer books and records to the incoming chair by June 30 of the next Board year or 30 days after the term ends whichever is earlier;
- n) Take no action without prior approval of the Board;
- o) Immediately notify the President when a situation, perceived as being an emergency, becomes known; and
- p) Perform such other duties as the Board or the President may assign.

9.06 Responsibilities of the Members of a Standing or Ad hoc Committee

The members of a Standing or Ad hoc Committee shall:

- a) Be conversant with RTAM policy, bylaws and the terms of reference of the Committee;
- b) Attend meetings of the Committee
- c) Seek the opinions of RTAM members to enhance services;
- d) Be sufficiently conversant with current communication methods and computer technology as to be capable of participating in, and assisting with, the work of the Board including access to, and a working knowledge, of email;
- e) Be a member of no more than three Standing Committees and one Ad hoc Committee;
- f) Take no action which would commit RTAM resources or funds or be seen as representing the views and opinions of RTAM;
- g) Immediately notify the Committee Chair when a situation, perceived as being an emergency, becomes known;
- h) Strive to assist in the recruitment of non-Directors as committee members; and
- i) Perform such other duties as the Committee Chair, the Board, or the President may assign.

9.07 Terms of Reference of Standing Committees, Sub-committees and Ad hoc Committees

9.07 (a) Benefits Committee

The Benefits Committee shall:

- a) Meet monthly or as needed throughout the year.
- b) Monitor group insurance programs available to members;
- c) Make recommendations to the Board on any changes deemed necessary to protect and enhance RTAM-sponsored group insurance programs;
- d) Periodically review insurance plans as well as government healthcare and Pharmacare programs to ensure that RTAM programs are appropriate to current needs;
- e) Prepare other insurance packages as directed by the Board;
- f) Update insurance related publications;
- g) Raise member awareness of insurance plans available to RTAM members;
- h) Maintain liaison with The Manitoba Teachers' Society Group Benefits Standing Committee; and
- i) Perform such other duties as the Board or the President may assign.

9.07 (b) Bylaws and Policy Committee

The Bylaws and Policy Committee shall:

- a) Meet monthly or as needed throughout the year.
- b) Maintain current awareness of governing provincial and federal legislation, such as The Corporations Act (Manitoba) and Privacy Legislation, which affect the operation of RTAM;
- c) Ensure that the Policy Manual is updated as changes are ratified by the Board or the membership;
- d) Review the Policy Manual annually and make recommendations to the Board on any Policy that is due to be re-affirmed, amended or deleted;
- e) Ensure that RTAM Bylaws are current; and

- f) Perform such other duties as the Board or the President may assign.

9.07 (c) Keep In Touch (KIT) Magazine and Publication Committee

The KIT Sub-Committee shall:

- a) once the issue of KIT has been approved by the President, direct the printing and distribution of the magazine to members and to others including: ACER-CART President, MTS Local Association Presidents, TRAF, school divisions, funded independent schools and other organizations as directed or approved by the Board;
- b) develop and recommend guidelines for letters to the editor for Board approval;
- c) direct the printing and distribution of the magazine to members and to others including: ACER-CART President, retired teachers' organizations in other provinces, MTS President, MTS Local Association Presidents, TRAF, school divisions, funded independent schools and other organizations as directed or approved by the Board; and
- d) perform such other duties as the Board, or the President, may assign.

9.07 (d) Executive Committee

The Executive Committee shall:

- a) Consist of the President, Vice President, Secretary, Treasurer and Past President and Executive Director;
- b) Be chaired by the Past President who shall determine the date and agenda of meetings;
- c) Call a special meeting at the request of not fewer than two Officers, or by motion of the Board;
- d) Be responsible for the interviewing, hiring, and supervision of the Executive Director of RTAM;
- e) Review items related to administration, including staff hiring and staff contract negotiation, finance matters, and/or any other matters referred to it by the Board for study and report, and to bring recommendations on such administrative matters to the Board for consideration;
- f) Regularly review the financial reports;

- g) Review the Auditor's Report with the Auditor together with one Director-at-Large appointed by the Board;
- h) Recommend to the Board, for approval, Human Resource Management policies consistent with Section 15 of the policy manual;
- i) Assist the Board in defining issues of importance to the membership and initiate consideration of other pertinent issues;
- j) Ensure, where appropriate, that a Memorandum of Understanding (MOU) or contract be established with all vendors who do business with RTAM and that these MOU/Contracts be reviewed at least annually;
- k) Take no action without the prior approval of the Board unless an emergency exists; and
- l) Perform such other duties as the Board may assign.

9.07 Membership Services Committee

The Membership Services Committee shall:

- a) Promote membership of retired teachers in RTAM;
- b) Make recommendations to the Board regarding qualifications for all membership classes;
- c) Facilitate liaison between Chapters and Special Interest Groups and the Board;
- d) Promote and facilitate the formation of Chapters and Special Interest Groups of RTAM;
- e) Develop Chapter and Special Interest Group formation information packages that include a sample constitution;
- f) Review Chapter and Special Interest Group formation applications including the review of the Chapter and Special Interest Group Constitutions to ensure they are compliant and compatible with RTAM bylaws and policy;
- g) Make recommendations to the membership at AGMs for the formation of a new Chapter or Special Interest Groups or provide reasons why the Chapter or Special Interest Group should not be formed;
- h) Maintain regular contact with Chapters and Special Interest Groups and offer assistance as needed;

- i) Administer the Chapter Initiative Grant program including the review and approval of grant applications;
- j) Review and assess membership applications from individuals who are not receiving a TRAF pension; and
- k) Perform such other duties as the Board or the President may assign.

9.07 (f) Advocacy Committee

The Advocacy Committee shall:

- a) Maintain current awareness of basic aspects of the TRAF Board, The Teachers' Pension Act and regulations, The Pension Benefits Act and regulations and other relevant pension matters;
 - b) Advise the Board on pension issues and make recommendations for policies and actions;
 - c) Assist the Board in responding to pension issues on behalf of RTAM members where in RTAM can expect a reasonable return for their investment and action;
 - d) Assist the Board in educating members, other related parties and the public on pension issues;
 - e) Establish and maintain liaison with other relevant pension groups;
 - f) Pursuant to subsection 2.02 of the policy manual, carry out the search process for RTAM's nomination for the government's discretionary appointment of a "representative" of retired Plan members to the TRAF Board;
 - g) Make recommendations to the Board in accordance with *RTAM Nomination Process for TRAF Board Appointment*; and
- a) Monitor political, economic and social issues and advise the President and/or the Board on emerging issues relevant to RTAM;
 - b) Initiate, plan and organize advocacy on emerging issues with the approval of the Board; and
 - c) help the office publicize events sponsored by RTAM in consultation with the Committee(s) responsible for the event;
 - d) through liaison with Chapters and Special Interest Groups, as well as the

President, facilitate with the RTAM office the creation and publication of significant news about RTAM in community newspapers and in other print and electronic media;

- e) recommend promotional items for RTAM; and
- f) perform such other duties as the Communications Committee, the Board, or the President, may assign.

9.07 (h) Student Awards Committee

The Student Awards Committee shall:

- a) Administer the RTAM Student Awards Program;
- b) Annually review the *RTAM Student Award Program Operating Manual*; and
- c) Perform such other duties as the Board or the President may assign.

9.07 (i) Wellness Advocacy Committee

The Wellness Advocacy Committee shall:

- a) Ensure members are better informed about healthy aging/wellness topics;
- b) Organize events/seminar opportunities for retired teachers;
- c) Provide members with information on healthy aging/wellness topics in KIT and on the Website;
- d) Promote lifelong learning; and
- e) Perform such other duties as the Board or the President may assign.

9.08 Ad hoc Committees

Ad hoc Committees shall:

- a) Be established by the membership at the AGM or by the Board, with defined terms of reference that include a reporting structure and a timeline for the Committee;
- b) Be chaired by a full member of RTAM;
- c) Be governed, generally, by Policies 9.02 d) e), 9.03, 9.04, 9.05 and 9.06; and
- d) Be in effect until the next AGM or until the work of the committee is complete.

9.09 RTAM Ownership

Results/reports from any task assigned to and carried out by a committee on behalf of RTAM, shall become the domain of RTAM and filed with the office. Where appropriate, such results/reports shall be appended to the committee's operating guide.