

UHEW National Council Committees

STANDING FINANCE COMMITTEE

(UHEW By-Law 7, Section 4)

The Finance Committee is composed of National President, and National Vice President as well as two elected members from National Council.

Duties and responsibilities:

- Assist in the preparation of the 3-year budget developed by the President and presenting the budget to the National Council for their consideration.
- Overseeing the financial administration of the *UHEW* by:
 - a) Reviewing operating statements quarterly.
 - b) Reviewing financial statements.
 - c) Reviewing the Annual Auditors' Reports.
 - d) Comparing expenditures with budgets.
 - e) Examining financial records as necessary to ensure appropriate use of funds.
- Making recommendations to the National Council on amendments to policies or regulations in the interest of the prudent administration of finances

STANDING STRUCTURE & ORGANIZATION

Is responsible to review the UHEW By-laws, regulations, and policies to ensure they comply with the direction set by the PSAC and our component Conventions. They are also expected to investigate and report on any other topic assigned to them by the National President. Members are appointed to the committee by the National President.

STANDING HEALTH AND SAFETY

It has the responsibility of ensuring that our members work in safe and healthy work places. Members of this committee sit on the departmental Health and Safety Policy committees. All members are appointed by the President.

STANDING HONOURS AND AWARDS

The Honours and Awards committee is responsible for reviewing all proposals for Associate, Honorary and Life Membership submitted to the UHEW component. As well, it is responsible for the UHEW component scholarship program and meritorious awards. The scholarship program sets the criteria, reviews the applications and

nominates the award winners yearly. The committee submits all recommendations to Council for approval. Membership is by appointment of the National President.

AD HOC COMMITTEES

Ad Hoc committees are not regular or standing committees but are only created when they are required.

***Ad Hoc* ADVISORY COMMITTEE:**

(UHEW By-Law 7, Section 3)

This is created, as needed, to assist the National President on specific issues. The standing committee members are the National President and Vice-president. The National President will appoint two council members of who is considered to have expertise in the required area. The EA to the President acts as a staff resource person to this committee.

***Ad Hoc* FOSTER PARENT PLAN (UHEW Regulation 8)**

The National President acts as Chair of this committee and two other council members are appointed by the President.

***Ad Hoc* INFORMATION TECHNOLOGY**

To review the use of technology by the Component, including but not limited to process for updates to web site, full time web support, communications of UHEW and requirements , costs associated with various options, and feasibility of a secure login system for local executives and or members.

***Ad Hoc* BARGAINING**

This committee is responsible for bargaining with the AEU to set terms and conditions of the employment for the employees of the UHEW. The standing member of this committee is the National Vice President and serves with two elected Council members. The National President assists as needed with any clarifications of contract history and wording.

***Ad Hoc* HIRING SELECTION BOARD**

This committee is responsible for leading a selection process to identify a successful candidate or create a pool of qualified candidates for National Office vacancies. The National President appoints members to this committee typically consisting of three members.