

TERMS OF REFERENCE

DISABILITY COMMITTEE

Standing Committee

1.0 Purpose

- 1.1 The purpose of these Terms of Reference is to provide guidance to the Disability Committee (“Committee”) to carry out its business in accordance with the Constitution, Bylaws and Policies of the University of Victoria Faculty Association.
- 1.2 The defined terms have the same meaning as the Bylaws of the Association.

2.0 Mandate

- 2.1 The Committee is a Standing Committee of the Association.
- 2.2 The mandate of the Committee shall be as follows:
 - 2.2.1 Review policies and procedures regarding accommodation for a disability, sick leave benefits and disability benefits at the University of Victoria and other universities and make recommendations to Executive Committee;
 - 2.2.2 Review, advise and provide input on proposed amendments to the Collective Agreement regarding issues that affect Members with disabilities, including disabling chronic illness;
 - 2.2.3 Bring to the attention of the Executive Committee inequities associated with disability, including disabling chronic illness;
 - 2.2.4 Advise the Executive Committee regarding policies and procedures affecting Members with a disability, including chronic illness; and
 - 2.2.5 Liaise with other relevant Faculty Association Standing and Ad Hoc Committees, and with relevant committees, offices and caucuses elsewhere in the University. The Executive Committee may by resolution delegate additional duties to the Committee.

3.0 Authority

- 3.1 The Committee may make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.
- 3.2 The Committee may request to meet with the Executive Committee or Officers. In consultation with the Executive Committee, the Committee may seek input from experts and Members. In consultation with, and with the approval of, the Executive Committee, the Disability committee may provide input on policies and procedures advanced by the Administration.
- 3.3 The Executive Committee shall consider the recommendations and either adopt the recommendations without amendment or make such amendments they deem appropriate and adopt the recommendations. If the Executive Committee deems it appropriate or the subject matter requires, the Executive Committee may refer the recommendations in whole or in part to a General Meeting.

4.0 Membership

- 4.1 The Committee shall consist of five (5) members. A member of the Committee must be a Member in good standing of the Association.
- 4.2 Appointment to the Committee shall be as follows:
 - 4.2.1 The Members shall elect five (5) Members with staggered two year terms which commence on May 1, Year-1 and expire on April 30, Year-2; and
 - 4.2.2 At least one (1) Member of the Committee shall be a Librarian.
- 4.3 A member of the Committee may resign by providing notice in writing to the Chair and President.
- 4.4 After seven (7) days' notice to the Members of a vacancy on the Committee the Executive Committee may appoint a Member to fill such vacancy. If more than one Member expresses interest in appointment to the Committee the Executive Committee shall run an electronic vote.

5.0 Meetings

- 5.1 The Committee shall elect a Chair. The chair shall liaise with the executive committee and where possible attend and provide reports to the Executive Committee once per academic term.
- 5.2 The Committee may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 5.3 Notwithstanding section 5.2, the Committee shall meet in person at least once per academic term.
- 5.4 The Chair shall preside at all meetings and if the Chair is not present the Committee may select an acting Chair from among its members.
- 5.5 The Committee may invite Members and non-Members to attend meetings as needed.

6.0 Reporting

- 6.1 On an annual basis the Committee shall identify priorities, projects to be completed and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.
- 6.2 The Committee shall keep records of its meetings, decisions and recommendations.
- 6.3 The Committee shall report to the Executive Committee at least once per academic term by delivering a written report to the Executive Committee.
- 6.4 The Committee may request administrative support from the Association to fulfill the reporting obligations in Section 6.0.