

## The Society of Energy Professionals

### Aboriginal Relations Committee (ARC) Terms of Reference

#### Purpose

1. Develop an outreach program to address mutual interests by engaging Aboriginal organizations such as but not limited to the following:
  - Chiefs of Ontario,
  - Assembly of First Nations (AFN),
  - National Aboriginal Achievement Foundation (NAAF),
  - Indian and Northern Affairs Canada (INAC),
  - Ministry of Energy and Infrastructure (MEI),
  - Ministry of Aboriginal Affairs (MAA),
  - Council on Corporate Aboriginal Relations (CCAR),
  - Canadian Labour Council (CLC),
  - Ontario Federation of Labour (OFL),
  - Métis Nation of Ontario (MNO)
  - Political Treaty Organizations
  - Canadian Council of Aboriginal Businesses
2. When appropriate enter into agreements (MOU, LOU, AIP, etc) with Aboriginal organizations in areas as follows; Education, Economic Development, Youth and Elder, and Cultural initiatives.
3. Promote within Aboriginal communities The Society of Energy professionals (SEP) as the "union of choice" when organizing.
4. ARC will work with employers to remove barriers to Aboriginal employment and contracting opportunities.
5. Promote the continuing education of our members on issues important to and impacting on Aboriginal Peoples within our union and, more broadly, society;
6. Provide a means to identify and influence economic, social and career-related issues impacting Aboriginal Peoples in the workplace and incorporate these issues into Society Policies and other activities;
7. Encourage the participation of Aboriginal Peoples at all levels of Society activities;
8. Recommend to Society Council/Executive Board/Executive Committee the elimination of specifically identified systemic barriers to full participation of Aboriginal Peoples in the Society;
9. Provide a means for the Society to participate and/or support other groups and organizations on matters of importance to Aboriginal Peoples in the community and the broader labour movement;
10. Support educational programs that address the needs of our Aboriginal Peoples.
11. Work in conjunction with other Society committees (i/e: Government Relations, Women's Committee, etc.) on issues of mutual interests.

**Composition - ARC Core Team**

The ARC Core Team is comprised of the following:

- a) The President
- b) The Chair

The ARC will be comprised of a maximum of 6 members of Aboriginal ancestry. Preference would be to have 3 members representing the male gender and 3 members representing the female gender.

The Staff Manager, in consultation with the Officer responsible for External Relations, shall assign a staff member to support the activities of the ARC.

The President appoints the Chair.

**Responsibilities of the Chair**

The Chair, in conjunction with the Officer responsible for External Relations, will provide leadership and is responsible for assigning and coordinating the work plan and budget for the activities recommended by ARC. This includes:

- a) Respond in conjunction with input from ARC members to questions and issues concerning Aboriginal issues relating to the purpose of the committee;
- b) Develop (with the ARC Core Team) and manage a work plan and budget to support the annual ARC Operational Plan;
- c) Communicate with other groups and organizations relating to the purpose of ARC consistent with the Policies of the Society; and

The Chair shall also report on the Committee's activities to the Executive Board on an ongoing basis, as required.

**Authority**

ARC operates under the External Relations Work Program and Budget.

The ARC Chair is authorized to:

- a) act as a spokesperson for ARC within the Society;
- b) speak externally on behalf of the Society, within the Committee's Policy and Terms of Reference; and
- c) Commit funds within the parameters of the Management Control Framework and the approved operating budget of ARC; when required recommend the release of funds from within the approved budget of ARC.

**Mode of Operation**

- a) The ARC Team shall normally meet monthly throughout the year. Ad hoc meetings, as required.
- b) Working subcommittees created as a result of ARC will be sponsored by two members of the ARC Core Team.
- c) The decision making process will be done by consensus
- d) Quorum of the ARC Core Team shall be 50%.