

# EXCLUSIONS COMMITTEE

## TERMS OF REFERENCE

### **Composition**

The Exclusions Committee is comprised of at least the President and the Vice-President Labour Relations. A Governing Council nominee may also become a member on appointment by the President and Vice-President Labour Relations.

Subject to anything to the contrary contained herein, Exclusions Committee members may appoint alternates as appropriate.

### **Purpose and Authority**

The Exclusions Committee is responsible for the following:

1. Developing a strategy in regards to Exclusions generally, in consultation with Executive Committee and Governing Council members as appropriate;
2. Establishing protocols for the purposes of ensuring effective management of the Exclusions portfolio;
3. Making decisions and providing direction in relation to the Exclusions portfolio;
4. Lending support to AJC counsel, as may be required from time to time;
5. Providing periodic reports and updates regarding the exclusions portfolio to the Executive Committee and the Governing Council;
6. Identifying the annual budgetary requirements related to representation related to Exclusion matters; and
7. Approving expenditures relating to representation on Exclusion matters, as appropriate.

### **Chair of the Exclusions Committee**

The President shall be the Chair of the Committee. Where the President is not available, the Vice-President Labour Relations shall act as an alternate.

The Chair shall be responsible for chairing the meetings, reporting Committee activities to the Executive Committee, ensuring that the meetings move forward and effectively and that periodic updates on Exclusions are provided to Governing Council as appropriate, having regard to privacy considerations.

### **Meetings**

The frequency of the meetings shall be determined by the Chair, bearing in mind resources available. There shall be no less than 2 meetings per year.

Meetings will be convened on an as needed basis but no less than twice per year, and often times, at the request of a staff member. Meetings may be held in person, by telephone or by email.

### **Governance**

Recommendations and decisions of the Exclusions Committee, to the extent decisions may be rendered, shall be made by consensus.

The Exclusions Committee shall report to the Executive Committee.

### **Record-Keeping of Decisions**

Staff shall keep a record of all Exclusions Committee decisions.

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Related By-Laws/Resolutions Consulted in Preparation of this Document

Constitution: section 7.3