

New Federal Workers and New Locals Sub-Committee (NFWNL S-C) Terms of References

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This document delineates the objectives, mandate, core principles, and overarching activities of the New Federal Workers & New Locals Sub-Committee within the Canadian Association of Professional Employees (CAPE) union. Formed on January 26, 2024, by the decision of the National Executive Committee (NEC), this committee is dedicated to empowering locals and engaging our new members effectively.

Objectives

Fostering robust engagement among rank-and-file members is pivotal in fortifying our union's foundation. This entails meeting members at their workplace and ensuring representation at the grassroots level across all locals. The primary focuses of this subcommittee are 1) to institutionalize streamlined onboarding processes for new federal workers, and 2) to provide comprehensive support for the revival of inactive locals.

New Federal Workers

The Committee will endeavor to:

- Develop and sustain a comprehensive welcome package to introduce new members to the union.
- Collaborate with relevant departments to incorporate essential information about the local branch into the Letter of Offer.
- Consult with locals to standardize the onboarding process for new employees by establishing connections with them within their respective divisions and departments.
- Investigate strategies for organizing and unionizing federally regulated workers within our workplaces.
- Assist the National office in devising a campaign to bolster membership enrollment and engagement.

Supporting the Revival of Defunct Locals

The Committee will endeavor to:

- Develop and sustain a comprehensive package for locals, delineating key data points, roles, responsibilities, and contact information.
- Establish infrastructure to facilitate the replication of successful practices and knowledge sharing among new locals.
- In collaboration with other pertinent CAPE's sub-committees monitor pertinent issues and campaigns within the federal public service, identifying opportunities for CAPE member involvement and solidarity actions.

Mandate of the Committee

The mandate of this committee encompasses three primary objectives. Firstly, it is tasked with establishing effective communication channels with new federal workers during their onboarding process, with a strategic focus on ensuring the longevity of these communication methods. Secondly, the committee is responsible for providing support from the national office, for the revitalization of dormant locals by establishing and maintaining a presence in departments and regions lacking active locals. Ultimately, as locals are revived and the onboarding process for new federal workers becomes standardized, the committee will transition into a maintenance phase. During this phase, it will

continue to support local initiatives, identify and promote best practices for onboarding new colleagues, and ensure ongoing engagement and activity within local branches.

Structure

The Committee will have one chair elected by the committee on an annual basis.

Meetings will occur the first Thursday of every month.

Supplementary meetings may be scheduled as required, by the chair.

Membership on the committee is open to all CAPE members and capped at 6.

Where necessary, committee members will vote on decisions by simple majority. Meetings will generally adhere to Bourinot's Rules of Order.

The committee will work with other committees and CAPE National staff.