

Appendix A. Bylaws

9. Ad Hoc Committees

9. 7. Data/Mapping Ad-Hoc Committee

The Data/Mapping Ad-Hoc Committee shall:

9.7.1. Operate under the Communications committee;

9.7.2. Be co-chaired by the Communications Chair, or a designate;

9.7.3. Aim to establish guidelines and procedures for the collection, analysis and storage of data for two main purposes: firstly, the preservation of PSAC610's institutional memory, in particular the 2024 strike data, and secondly, the development of strategic communications based on insights from membership data.

Appendix B. Data/Mapping Ad-Hoc Committee Terms of Reference

Article 1 - Name

Data/Mapping Ad-Hoc Committee

Article 2 - Data/Mapping Ad-Hoc Committee Mandate

The committee's goal is to establish best practices for data collection, analysis and file organization in order to preserve institutional memory that is necessary to assess the state of PSAC610 membership. The committee will be responsible for conducting data analysis of specific events (e.g., the 2024 strike) in order to solve immediate problems and prepare for future potential events. The committee will provide membership data insights to the Communications Committee in order to anticipate member's needs and craft relevant and accurate communications when needed. Additionally, the committee will serve as a resource for other sections of PSAC610, such as the Steward's network and the Accessibility Ad-Hoc Committee, by providing access to data critical to other committee's goals.

Article 3 – Membership

The Data/Mapping Committee is open to all members in good standing and consists of a minimum of three (3) members, in addition to the Chair.

Roles

Chair - The Chair of the Data/Mapping Committee will be primarily responsible for organizing and upholding the Mandates of the Ad-Hoc Committee. The Chair is responsible for submitting motions regarding data access, collection, or analysis including existing data and new data collected from member surveys.

Secretary - The Secretary shall take minutes of Committee meetings and distribute them to the Committee membership. This person shall also make room reservations when appropriate.

Communications Liaison - The Communications Liaison will be the point of contact with the Communications Committee, responsible for progress briefings and sharing of information.

Members - Committee members will be responsible for maintaining repositories of files important to the local and adding newly collected data to existing databases.

Interested members must send an email to the chair of the Committee at communications@psac610.ca (please cc staffpsac610@gmail.com). Members should indicate the following information:

- Name and department/faculty of study

- A statement of interest (two or three sentences) indicating why they want to serve on the committee

Article 4 – Meetings and Communications

Meetings shall occur on a monthly basis. Meetings shall occur virtually over Zoom, and shall generally be scheduled for a period of one hour. Meeting agenda shall be circulated prior to each meeting, and minutes taken during the meeting. The primary form of communication for the Committee shall be meetings, WhatsApp, and email.

Article 5 - Procedures

Meetings will proceed under Bourinot's Rules of Order.

Article 6 - Honoraria

Small honoraria will be provided to all non-executive members of the Committee, pending the approval of the executive committee of the Local. Pending approval of the budget and under the condition that members must attend at least 9 meetings to be eligible for compensation, according to section 16.3.

Appendix C. Goals and Timeline

Short term goals (Summer & Fall 2024)

- Compile best practices for data collection, analysis and file organization to preserve institutional memory.
- Post-strike data analysis: Conduct an operational review of strike strategy and tactics, and aggregate data from the strike to assess department engagement and members' attendance per department during the strike.
- Address openings for Steward positions in Fall 2024. Produce a survey for Stewards to assess departmental engagement and ongoing concerns. Design a resource consisting of tips and advice for new stewards.

First Ad-Hoc Term (One Year)

- Gather information on issues we want to address in the next round of bargaining as well as issues already addressed in previous rounds (Year X funding, housing, greater wage increase).
- Provide information on lessons learned from the 2024 strike based on collected data.
- Develop strategic communications based on insights from the 2024 strike and Fall 2024 membership data.

Permanent/Continued

- Provide data to various committees and divisions of the local, such as the Accessibility Ad-Hoc Committee and the chief stewards.
- Provide data across departments to chief stewards in order to plan mobilization and member engagement campaigns.
- Track and consolidate information about grievances and sub-grievance level issues.