

## **GC Policy 1.1.9 – Representations Committee (Composition & Mandate)**

### **Definitions**

1. In this Policy,
  - a. “AJC” means Association of Justice Counsel
  - b. “Council” means the Governing Council of the AJC
  - c. “Director” means member of the Governing Council
  - d. “Officers” means the members of the Executive Committee as defined in s. 10.1 of the AJC’s bylaws.

### **Composition**

2. The Representation Committee is comprised of:
  - a. The Vice-President Labour Relations, as Chair of the committee,
  - b. The President as an ex-officio member,
  - c. The Vice-President Health & Safety and Special Projects,
  - d. Up to four non-Officer Directors elected by Council,
  - e. The Executive Director, as a non-voting member,
  - f. The Director of Representation Services, as a non-voting member,
  - g. The Labour Relations Officers, as a non-voting members,
  - h. Any other AJC staff involved in the delivery of representation services;
  - i. The Corporate-Secretary and/or designate as the recording secretary.
3. When appointing members under s. 2(d) the Council should take into account regional, departmental, equity, and other aspects of member representation.

### **Mandate**

4. The mandate of the Representations Committee is to:
  - a. Develop and maintain awareness and knowledge of the AJC’s representations services;
  - b. Make key decisions under delegated authority regarding various representation services;
  - c. Develop, in conjunction with the VP Labour Relations, Director of Representations Services and the Executive Director and other relevant staff, plans to advance the representation services of the AJC.

### **Specific Duties**

5. The specific duties of the Representations Committee are to:
- a. Be the decision maker on policy and group grievances;
  - b. Serve as the appellate decision maker on individual grievances where representations services are denied;
  - c. Lend support to the AJC labour relations function, including providing information only available to employees of the employer;
  - d. Develop and propose policies related to representations services, and propose them to the Executive Committee for approval;
  - e. Assess and evaluate the delivery of representation services periodically against the needs and expectations of the AJC members.

### **Delegated Authority**

6. The Council delegates to the Representations Committee, authority to:
- a. Determine whether to file or withdraw a policy grievance on behalf of AJC members;
  - b. Determine whether to file or withdraw a group grievance on behalf of AJC members;
  - c. determine whether to offer representation services to members' who file requests for reconsideration of final determinations of the Director of Representation Services;
  - d. Determine whether matters should be referred to adjudication after the final grievance stage.

### **Meetings**

7. Meeting will be convened in accordance with *GC Policy – Committees s. 7 & 8*, or at the request of the Director of Representation Services or their delegate.

**Approved: February 20, 2025**