

SAMPLE TERMS OF REFERENCE
The Immigration and Newcomers Committee
02/08/2021 (revised 03/15/2021)

MISSION:

To research and recommend ways to address the recurring needs of the Ukrainian Canadians in particular, immigrants and newcomers; and other issues of importance as identified by the members of the committee and resolutions of the Triennial Congress, and UCC policy priorities.

The Committee work shall align with the three pillars of UCC: growing our community, advancing our Ukrainian Canadian identity and supporting Ukraine.

MANDATE:

1. INFORMATION
 1. Review, update and provide advice and guidance on UCC policy priorities related to immigration;
2. COMMUNICATION
 - a. Strengthen national awareness and capacity to integrate newcomers in the Ukrainian Canadian community;
 - b. Serve as a platform for exchange of resources and best practices on settlement in provinces and territories;
3. ADVOCACY
 - a. Work with the UCC Board and serve as a liaison with the federal government on immigration issues.

MEMBERSHIP:

1. The Committee shall strive to have representatives from every province and territory in Canada to ensure full representation of needs and opinions;
2. The Committee is comprised of service providers, representatives of UCC provincial Councils/Branches and other interested volunteers;
3. The Committee exists for the period between two consecutive Triennial Congresses and concludes its term at the Triennial Congress;
4. The Committee Members will be appointed until the next Triennial Congress;
5. Should a Chair not be able to serve their full term, a Vice-Chair will assume the position;
6. Should a Vice-Chair not be able to serve their full term, a Committee will appoint a new Vice-Chair;

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7. Should a member not be able to serve their full term, the Chair jointly with the Vice-Chair will seek and appoint a suitable individual to complete the remaining portion of the term of appointment created by that vacancy.

CHAIRS:

1. The Chair and Vice-Chair of the Committee shall be selected among the committee membership;
2. If there are two people in the position of the Committee Chair, they will be appointed Co-Chairs with shared responsibilities;
3. The outgoing Chair will have the opportunity to remain a member of the Committee to ensure continuity.

DELIVERABLES:

1. The Committee shall provide reports to the UCC Board;
2. The Committee shall review the Immigration and Settlement policy priorities and suggest changes as necessary;
3. The Committee shall review and suggest resources for the immigration page on the UCC National website and provide news updates if available.
4. The Committee shall provide briefings to the the Standing Committee on Citizenship and Immigration (CIMI) if requested.
5. The Committee shall serve as a platform for exchange of resources

REPORTING:

1. Immigration and Newcomers Committee is responsible to the Board, and its recommendations become effective only after receiving approval from the Board.
2. The Committee shall submit regular reports to UCC Board of Directors during the year and at the Annual General Meeting.

RESOURCES:

The Committee shall identify its need for the financial support as part of regular budget process before the start of the new fiscal year (July 1), subject to the approval of the UCC Board of Directors;

For the purposes of administration (e.g. technical support during meetings, updating the website) the Committee may rely on the UCC staff support as determined by the Committee Chair and the Executive Director.