

PAFSO Warden Network Terms of Reference

1. Purpose

PAFSO's warden network facilitates information sharing and engagement between PAFSO and members and also among the membership, including new and emerging issues that members face; provides PAFSO with accurate membership data and input that are crucial to decision making, collective bargaining, advocacy, and general operations; and enhances coordination of members during both job action and labour peace.

2. Structure

A warden will normally represent each mission, regional office, and HQ division/section. However, member-to-warden ratio, physical office locations, and time zones will be considered to ensure optimal representation. A network of regional wardens may also be identified and engaged, as required.

3. Roles and responsibilities

Warden

- Engage members in discussion about current and emerging issues pertinent to our profession.
- Share PAFSO information with members and promote PAFSO events and initiatives.
- Report relevant observations and membership views to PAFSO through the Chief warden.
- Capture and update membership data and demographics.
- Participate in all warden calls.
- Facilitate PAFSO in-reach to members, from time to time.
- For missions and ROs, ensure FS representation on the local OHS committee.
- Identify backup warden to cover absences and a replacement upon completion of term.
- Time commitment is approximately one hour per month.

Chief warden

- Determine, in consultation with EXCOM, the warden network requirements during labour peace and adjust leading up to and during job action.
- Appoint and replace wardens in a timely fashion to avoid gaps in coverage.
- Organize and host warden calls with guest speakers (ie. President, Executive Director, subject matter experts) and offer duplicate calls to accommodate time zones if necessary.
- Liaise with EXCOM, the PAFSO Office and subcommittee leads for content to be shared with the network.
- Test the warden network at least once per year (ie. conduct a poll).
- Monitor the efficacy of the warden network and address issues in a timely fashion.
- Provide a report on the warden network during EXCOM meetings.
- Recognize wardens for their contribution.
- Time commitment is approximately two to three hours per month.

4. Eligibility

Wardens are dues paying substantive Foreign Service Officers and appointed by the Chief warden in consultation with EXCOM. The Chief warden is a member of EXCOM and appointed by the President of PAFSO in consultation with EXCOM.

5. Term

Normally, a member will serve as warden for the duration of his/her current assignment, however a warden may resign at any time by serving notice (at the earliest possibility) to the Chief warden. The Chief warden may, with EXCOM approval, remove a warden from the network for just cause.

6. Meetings

The Chief warden will hold no less than three warden calls per year. Duplicate meetings to accommodate wardens in different time zones shall not be counted towards this total.

7. Confidentiality

Wardens and the Chief warden must agree to and are bound PAFSO's Privacy Policy.

8. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by EXCOM.