

Canada Revenue Agency Young Professionals Network (CRA YPN)

Terms of Reference

The Canada Revenue Agency Young Professional's Network (CRA YPN) is the national organization for young professionals across the Canada Revenue Agency. The CRA YPN was established in 2014, and was formerly known as the Agency Youth Committee, created in 2004.

Mission

The Canada Revenue Agency Young Professionals Network (CRA YPN) provides a voice for new and young employees and promote learning, innovation, networking and collaboration among peers for the benefit of the Canada Revenue Agency (CRA) and the Federal Public Service.

Vision

To advance the goals, values, and ideas of young and new professionals of the CRA, the CRA YPN strives to foster a network that supports its mandate and the mandate of the CRA.

Mandate

1. Engage and foster a sense of community within the Agency and the public service.
2. Support the professional development of employees.
3. Innovate and demonstrate the values of the Agency and contribute to its strategic plans and priorities.

Governance

The CRA YPN is coordinated by a National Executive Committee, which is comprised of a National Chair, a National Coordinator, and a Chair from each branch and region within the CRA. The Network is supported by a National

Champion.

1. Membership

The CRA YPN recognizes three types of members:

1. CRA YPN Executive Committee: Comprised of the National Chair, National Coordinator, and the Branch and Regional Chairs and Co-chairs
2. Branch and Regional Networks: Comprised of the Branch/Regional Chairs, co-chairs and their members
3. Local Office Networks (Regional): Comprised of a Local Office Chair and local office members

Key Relationships

The CRA YPN works to build and maintain strong relationships.

Partners - The CRA YPN will act as a partner with the following organizations in advancing the goals, values, and ideas of all federal public servants.

1. The CRA MGN
2. The CRA EXGN
3. Institute of Public Administrators of Canada
4. The National Capital Region YPN
5. The Federal Youth Network
6. Other functional communities and networks, on a case by case basis.

Accountability and Reporting

1. The National Chair and National Coordinator report to the CRA YPN Champion. They are responsible for reporting on YPN activities and progress towards the completion of the CRA YPN Action Plan.
2. The Branch and Regional Chairs and Co-chairs report to their respective Branch and Regional Champions in order to keep them apprised of their progress on YPN-related activities.
3. The Branch and Regional Chairs and Co-chairs keep the National Chair and National Coordinator informed of progress towards initiatives identified in the CRA YPN Annual Plan and activities taking place in their respective networks.

Roles and Responsibilities

National Champion

1. Provide guidance and support to the CRA YPN Executive Committee in order to ensure the successful completion of the network's annual action plan.
2. Appoint a National Coordinator, and provide them with a working space to

assist with network activities.

3. Represent the CRA YPN to promote the mission, vision and values of the Network, and of CRA to ensure that it continues to thrive and make a positive contribution to both its members and the Agency as a whole.

National Chair

Tenure: Elected. Term length of two years.

The National Chair is expected to dedicate 50% of their working time to CRA YPN activities.

1. Represent the CRA YPN to promote the mission, vision and values of the Network, and of CRA to ensure that it continues to thrive and make a positive contribution to both its members and the Agency as a whole.
2. Liaise with the National Champion, the National Coordinator and the Branch and Regional Chairs.
3. Lead and facilitate the CRA YPN monthly meetings and the YPN Annual General Meeting (AGM).
4. Assist and support YPN working groups when/where needed.
5. Encourage linkages between the network, network members, and external organizations ensure that the CRA YPN to represented on various committees and working groups within the CRA, and with external audiences.
6. Collaborate with the National Coordinator to ensure that discussions and initiatives are in line with CRA priorities and the CRA YPN mandate.
7. Work with the National Coordinator to provide reports, present issues and deliver recommendations to the National Champion on a regular basis.
8. Submit and present annual reports and updates to the CRA YPN Champion and the Agency Management Committee (AMC), including business plans, funding requests, and expenditure reports as required.
9. Lead the development of the CRA-YPN Annual Action Plan and work closely with the National Champion, National Coordinator and Branch/Regional Chairs to ensure its completion.

National Coordinator

Tenure: Appointed. Term length of two years.

The National Coordinator is expected to dedicate 100% of their working time to CRA-YPN activities. Potential for appointment extension.

1. Oversee, coordinate and provide support to chairs for CRA YPN activities/initiatives in order to reach objectives.
2. Act as a point of contact for the Network, participate in committees and working groups.
3. Promote the harmonization of processes, build relationships with other

networks and committees, and collaborate with peers to achieve common goals.

4. Work in partnership with the National Champion, National Chair and the members of the YPN to provide regular briefings and ensure the mandate of the network, it's strategic goals, and the communications objectives are upheld.
5. Liaise with the Branch/Regional Chairs in order to support the advancement of national projects and initiatives.
6. Plan, monitor, coordinate and provide support services for YPN meetings, initiatives and events.
7. Develop reports, communications, presentation and speaking notes, including business plans, funding requests, and expenditure reports as required.
8. Coordinate the planning of regular meetings, develop effective communication products and other supporting documents, organize consultations on various corporate programs/initiatives and develop the annual report and action plan for presentation to the Agency Management Committee (AMC) for approval.

Branch/Regional Chairs

Tenure: Term length of one-two years.

Each Branch or Regional Chair is expected to dedicate 20-50% of their working time to CRA YPN activities. See footnote for exceptions.¹

1. Share information with National Chair and National Coordinator and seek direction on the approach to be used to ensure representation and success.
2. Provide regular updates to their respective Champion and the YPN Chairs.
3. Liaise with members of their respective Networks in their own branch/region, promote the CRA YPN and organize events for their network.
4. Participate in monthly CRA YPN meetings and Champion's meetings to bring forward items for inclusion on meeting agendas, and provide updates.
5. Lead discussions in the pursuit of potential solutions to resolve issues of concern to young professionals and Agency priorities.
6. Take on a project lead role in the development and delivery of YPN events and initiatives with their respective branch or region.
7. Collaborate with National Chair and local members in order to meet objectives and foster an environment of teamwork and inclusion.
8. Participate in consultations on Agency programs/initiatives.

¹ Ontario Region Chair and Western Region Chair position: 100% of their working time is dedicated to CRA YPN activities.

Members

Tenure: Indefinite.

No set time commitment is expected of members.

1. Establish relationships and build connections within the Agency through involvement with the YPN.
2. Contribute to or participate in YPN initiatives and events.
3. Collaborate with peers to support the YPN mandate and foster a sense of community, engagement and innovation.
4. Demonstrate the values of the Agency and contribute to its strategic plans and priorities.
5. Actively participate in consultations to further CRA YPN programs and initiatives.
6. Promote the CRA YPN to colleagues.

Elections of Chairs: Voting Process

1. The National, Branch and Regional Chairs are elected, or appointed representatives.
2. Chairs are responsible for notifying the National Chair and National Coordinator when their term is coming to an end, and assisting with the process of identifying a replacement.
3. National Chair position:
 - a. All individual CRA YPN Chairs are eligible to apply.
4. Branch/Regional Chair positions:
 - a. All Branch/Regional Executive Committee members are eligible to apply.
 - b. If no Branch/Regional Executive Committee members apply, all individual YPN members from that Branch/Region will eligible to apply.
5. An announcement of the official election results will be made following the election.
6. The Branch/Regional networks are responsible for keeping their individual members informed during the electoral process.

Committee Meetings**Frequency of Meetings**

1. National Executive Committee meetings will be held on a monthly basis.
2. The National Executive Committee will extend an invitation to meet with their Champions on a quarterly basis for a minimum of one hour each quarter.

Annual General Meeting

CRA-YPN Terms of Reference – February 2019

1. An Annual General Meeting will be held once annually, with all of the CRA YPN Executive Committee Members in attendance.
2. The meeting shall take place over two working days.