

QUFA Continuing Adjunct Representative – Job Description May 2011

From the QUFA Constitution

9.2 Election or Appointment

ii) The positions of Equity Representative, Queen's University Librarians and Archivists (QULA) Representative, Term Adjunct Representative, and Continuing Adjunct Representative must be filled by a person dedicated to that position alone. If any of these representatives takes on another position on the Executive, then another person must be found to replace her or him for the dedicated position that they have vacated.

v) The two Executive representatives for the Term and Continuing Adjunct Faculty members shall be selected to represent their respective electoral units. These designated representatives of Adjunct members on Council shall not preclude Adjunct members from representing academic units at Council.

9.6 Duties of Remaining Members of the Executive Committee

iv) The representatives for Librarians and Archivists, and for Term and Continuing Adjunct Faculty members shall advise the Executive Committee on the implications for their constituencies of policies and activities of the Association and shall perform such duties as are from time to time requested by the Council or the Executive Committee

From Experience

- Attend Executive Meetings the first week of every month (September-June) and actively participate in the decision making processes
- Attend Council Meetings the third week of the month (September-May) and actively participate in the decision making processes
- Stay informed about current and emerging issues and share those concerns with the QFUA Executive
- Use the QUFA listserv for Continuing Adjuncts to develop networks and opportunities to share information with QUFA and each other on a regular basis (electronically and through meetings and social events)
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - a) the timeline for action and reporting and
 - b) a description of that will be done by whom (QUFA volunteers and staff)

Throughout the Year

- June – Attend full day Executive retreat in June for incoming and outgoing members.
- October – Coordinate Fair Employment Week (third week of October) with the Term Adjunct Representative and the Political Action and Communication Committee to promote awareness of Contract Academic Staff issues. Materials are available on the QUFA wiki and from the Canadian Association of University Teachers website (<http://www.caut.ca/pages.asp?page=572&lang=1>)

Additional Duties: Depending on your background and interests – QUFA could use your expertise in the following ways:

1) Serving as a Member of at least one of these QUFA committees

- Joint Committee to Administer the Agreement and subcommittees and working groups on Salary Model and Anomalies)
- Committee to Manage the Collective Agreement (CMCA)
- Political Action and Communication and subcommittees
- Pension Working Group
- Budget Analysis Committee
- Constitutional Committee **OR**

2) Help QUFA monitor Queen's Senate by

- Working with QUFA President and PACC Co-Chair to develop Senate questions and other submissions due by noon on Thursday of the first week of the month (September-May)
- Attend Senate Faculty Caucus meeting (scheduled a few days before Senate) to discuss any issues emerging and develop questions to address those issues (September-May)
- Attend Senate (Tues at 3:30-1.5 – 2 hours September-May). Remember to request visitor status every month from the University Secretariat
- Fact check and edit a brief written report about Senate (drafted by the QUFA PACC Co-Chair) to send to QUFA Executive, Council and PACC and posted on the QUFA website by the end of the week. This report could be sent to QUFA Members when necessary

Please discuss these options with QUFA President and the QUFA Administrative Officer to decide what responsibilities are most important each year.

Term of Office: Two years starting July 1 and ending June 30

Your work is Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When you are away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Council Chair– Job Description
May 2011**

**From the QUFA Constitution
Article 8.9 The Chair**

The QUFA Council shall elect a Chair and an Alternate Chair at the April meeting using the procedure described in the By-laws: A. ii)(b)

- The term of office for a Chair shall be two years, commencing July 1 of the year of election. Re-election is allowed
- It shall be the responsibility of the Chair to call meetings of Council to prepare Council agendas in consultation with the President, and to circulate agendas to Council members prior to meetings, to serve as a member of the Executive Committee, and to Chair the General Meeting of the Association. The elected Alternate Chair will serve as the Chair of Council in the absence of the Chair. In the absence of the elected Chair and Alternate Chair, a designate will be appointed by the Chair or the President
- The Chair shall cast a vote only in the case of a tie

Article 8: Council of Representatives

Article 8.4 Duties and Powers

ix) Directing the convening of special meetings of the Association, as required, in accordance with this Constitution

8.7 Meetings

- i) A Council meeting shall be called at least once a month from September to May and at the request of any five members of Council
- ii) The agenda shall normally be the responsibility of the Chair, in conjunction with the President, but any item requested by a member of Council or a petition of five members of the Association shall be placed on the agenda of the next meeting of Council and shall normally be voted upon at that meeting

8.8 Notice of Meetings

- i) Written notice of regular meetings shall be sent to Council members at least one week in advance. The proposed agenda, including any notices of motion, shall be sent to Council members by the Chair of Council at least five working days in advance
- ii) Written notice of special meetings, along with the proposed agenda and any notices of motion, shall be sent to Council at least 24 hours in advance

8.11 Quorum

A quorum for meetings shall be thirteen members of Council or their duly appointed alternates. Once quorum has been achieved it will be assumed to continue throughout the meeting unless a count is requested by a member

8.12 Voting

Voting shall be by a show of hands unless otherwise specified by the Constitution or By-laws, or as requested by five members present in respect of voting on a particular issue. Unless otherwise specified

by the Constitution or By-laws, and excepting matters of procedure, resolutions shall be adopted by a majority of votes cast. An abstention is not considered to be vote cast

8.13 NEW BUSINESS

8.13 New Business

Items of new business shall be ruled upon by the Chair who shall be guided by the principle that matters of substance which normally require notice should be postponed until the next meeting, unless urgency requires otherwise. The decision of the Chair may be challenged and overruled. Approval of a motion to overrule requires a vote of two-thirds of the members present and voting

Article 5 General Meetings

The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report, a Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees

Thirty-five (35) members of the Association in good standing shall constitute a quorum for all General Meetings of the Association. Once quorum has been achieved it will be assumed to continue throughout the meeting unless a count is requested by a member

From Experience

- Collaborate with the Administrative Officer who schedules meetings in consultation with the Chair of Council and the President and who puts together the agenda with their input. The Administrative Officer also circulates agendas to members
- Learn Kerr & King's Rules of Order, which are quite different in some regards from more commonly used rules
- Familiarize her/himself with the structures and officers of QUFA and remain aware of ongoing issues and events in order to facilitate Council meetings that are organized, informative and professional
- Attend planning and practice sessions for general meetings
- Act as a conduit between Council and Executive
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - c) the timeline for action and reporting and
 - d) a description of that will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Meet with QUFA staff and Vice President 1- hour (before the Executive Meeting)
- QUFA Executive meeting – chair – 2 hour meeting

Second Week

- QUFA Council Meeting Agenda Package – work with the President and the Administrative Officer to develop an agenda for the Council meeting that is held in the third week of every month September-May
- Council Chair, President and Secretary check the minutes from the previous Council meeting. Agenda package goes out one week before the meeting

Third Week

- Chair QUFA Council meetings. It is helpful to set the chairs up in a horseshoe pattern (rather than straight rows) to facilitate discussion and interaction between Council members
- After the meeting – prepare a brief report describing the Council meeting to distribute to the QUFA Executive within a day or two of the Council meeting IF there is something urgent to communicate. Otherwise the written report should be submitted to the Administrative Officer to include in the Executive Agenda Package the following week.

Fourth Week

- Submit a brief written report about the QUFA Council meeting to the Administrative Officer for the Executive Agenda Package

Monthly breakdown

September

- Host New Council Member Orientation. Administrative staff prepares handbook for new members. Previous PowerPoint presentation to accompany the handbook are available

December

- Planning Meeting for Fall General Meeting. Attend a “dry” run prior to the meeting
- Check that the Agenda and Rules of Order have been included in the meeting materials
- Chair the Fall General Meeting in the second or third week of December

April

- Planning Meeting for the Spring General Meeting. Attend a “dry” run of the agenda and speakers prior to the meeting
- Check that the Agenda and Rules of Order have been included in the meeting materials
- Chair the Spring General Meeting

June

- Attend one day retreat for incoming and outgoing Executive and QUFA staff

Term of Office: Two years starting Jul 1 and ending June 30

Contact Information: When the QUFA Council Chair is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer’s academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Equity Representative– Job Description
May 2011**

From the QUFA Constitution

9.2 Election or Appointment

ii) The positions of Equity Representative, Queen’s University Librarians and Archivists (QULA) Representative, Term Adjunct Representative, and Continuing Adjunct Representatives must be filled by a person dedicated to that position alone. If any of these representatives takes on another position on the Executive, then another person must be found to replace her or him for the dedicated position that they have vacated.

iii) The Nominations Committee shall recruit an Equity Representative for the Executive who shall also sit as the Equity Representative on Council

9.6 Duties of Remaining Members of the Executive Committee

The Equity representatives shall advise the Executive Committee on equity matters, shall help ensure that Association policies and activities are consistent with the equity requirements of the Collective Agreement and of provincial and federal legislation, and shall perform such duties as are from time to time requested by the Council or the Executive Committee;

From Experience

- Attend Executive Meetings the first week of every month (September-June) and share any concerns about equity issues and actively participate in the decision making processes
- Attend QUFA Council Meetings the third week of the month (September-May) to provide updates about equity issues and actively participate in the decision making processes
- Complete Queen’s Equity Training
- Serve as a member of the Joint Committee to Administer the Agreement (JCAA) Sub-Committee on Employment Equity
- Stay informed about current and emerging equity issues (at Queen’s, at the local provincial, national and international levels) and share those concerns with the QFUA Executive
- Attend full day Executive retreat in June for incoming and outgoing members
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - e) the timeline for action and reporting and
 - f) a description of that will be done by whom (QUFA volunteers and staff)

Additional Duties: Depending on your background and interests – QUFA could use your expertise in the following ways:

- 1) Serving as a Member of at least one of these QUFA committees

- Joint Committee to Administer the Agreement and subcommittees and working groups on Salary Model and Anomalies)
- Committee to Manage the Collective Agreement (CMCA)
- Political Action and Communication and subcommittees
- Pension Working Group
- Budget Analysis Committee
- Constitutional Committee **OR**

2) Help QUFA monitor Queen's Senate by

- Working with QUFA President and PACC Co-Chair to develop Senate questions and other submissions due by noon on Thursday of the first week of the month (September-May)
- Attend Senate Faculty Caucus meeting (scheduled a few days before Senate) to discuss any issues emerging and develop questions to address those issues (September-May)
- Attend Senate (Tues at 3:30-1.5 – 2 hours September-May). Remember to request visitor status every month from the University Secretariat
- Fact check and edit a brief written report about Senate (drafted by the QUFA PACC Co-Chair) to send to QUFA Executive, Council and PACC and posted on the QUFA website by the end of the week. This report could be sent to QUFA Members when necessary

Please discuss these options with QUFA President and the QUFA Administrative Officer to decide what responsibilities are most important each year.

Term of Office: Two years starting July 1 and ending June 30

Your work is Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When you are away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Grievance Committee Chair – Job Description
May 2011**

From the QUFA Constitution

Article 9.6 DUTIES OF REMAINING MEMBERS OF THE EXECUTIVE COMMITTEE

The Chair of each Standing Committee shall prepare a brief written report to be included in the (Executive) agenda package that is distributed by the Administrative Officer one week prior to the regularly scheduled monthly meeting;

ii) The Grievance Chair shall be responsible for regularly informing the Executive Committee about the work of the Grievance Committee and the financial implication of that work. The Grievance Chair shall also assist the Executive Committee in developing and implementing policy and undertaking activities necessary to the Association's grievance work on behalf of members of the bargaining unit;

Article 5

- The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report, a Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees

Other Duties (from Experience)

- The Chair should show patience and empathy, but with the ability to make "tough" decisions
- Chair Grievance Committee meetings (Regular and Special Meetings)
- Assist in the preparation of the agenda for the Grievance Committee meetings in consultation with QUFA staff
- With the assistance of the Grievance Committee, review the minutes prepared by QUFA staff. In the event of the absence of QUFA staff, take minutes, and submit these to the QUFA office within one week of the meeting for eventual distribution at the next meeting
- Assist QUFA staff in the preparation of motions that are to go before the Executive and the wording of letters to go to Queen's Administration
- Consult the QUFA staff with follow-up items arising from the Grievance Committee meetings, and relevant items from the Executive meetings related to Grievance matters
- Attend Executive meetings, workshops, Step Two hearings, General meetings, conventions and other meetings as appropriate, and as recommended by QUFA staff and Executive
- Keep QUFA staff (through the QUFA Member Services Officer – Grievance and /or QUFA Administrative Office) and QUFA President apprised of the scheduling and content of meetings with Senior Administration or Faculty Relations staff, if unaccompanied by a QUFA staff member. It is preferable to have a QUFA staff person present at those meetings
- The incumbent should be present throughout the year because of the nature of Grievance matters which often arise outside of regular academic terms; in the event of a sabbatical term away, another Chair should be nominated by the committee to carry the duties

Regular lines of communications for the QUFA JCAA Co-Chair include:

- QUFA Staff (through the QUFA Member Services Officer-Labour Relations and/or QUFA Administrative Officer

- QUFA Executive (normally via the President/delegate)
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Please note - Motions that are brought to Executive or Council should include
 - g) the timeline for action and reporting and
 - h) a description of that will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Attend Executive meeting and bring pertinent matters or recommendations discussed at the Grievance Committee to the Executive Committee, either in the form of a motion, or by way of non-disclosing information

Second Week

- Chair the regularly scheduled Grievance Committee Meetings
- Discuss with QUFA staff matters that should be acted upon prior to the next meeting

Fourth Week

- Prepare a Written Report for QUFA Executive to be submitted to the QUFA Administrative Officer. Agenda Package goes out one week before the Executive Meeting

Ongoing

- Communicate regularly with QUFA staff with respect to actions that emanate from Grievance Committee meetings or meetings with Administration or their representatives

December and April

- Prepare a written report for the General meetings to be submitted to the Administrative Officer two weeks before the scheduled meeting, in consultation with QUFA staff, who will assist with the gathering of statistics, etc. Agenda Package goes out one week before the meeting.

Term of Office: Two years starting Jul 1 and ending June 30, unless otherwise constrained by other duties or if re-elected to serve a second term.

Your work is Service to the University following Article 7.6.4.

Contact Information: When the Grievance Committee Chair is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA JCC Co-Chair – Job Description
May 2011**

From the QUFA Constitution

Article 9.6 DUTIES OF REMIANING MEMBERS OF THE EXECUTIVE COMMITTEE

The Chair of each Standing Committee shall prepare a brief written report to be included in the (Executive) agenda package that is distributed by the Administrative Officer one week prior to the regularly scheduled monthly meeting;

The Chair of the Committee for the Management of the Collective Agreement shall serve as the QUFA Co-Chair on the Joint Committee to Administer the Agreement and be responsible for reporting to the Executive on the activities of that Committee and for conveying the Executive's concerns to that Committee. He or she shall also assist the Executive Committee in developing and implementing policy and undertaking activities necessary to the Association's collective bargaining work;

Article 5

- The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report, a Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees

From Experience

- Shared chairing of all JCAA meetings
- Preparation of agendas for the JCAA and CMCA meetings and MOAs in consultation with QUFA staff
- Review of JCAA minutes prepared by staff
- Follow up with QUFA staff of the To-Do list with emanate from JCAA, CMCA and special meetings with Administration
- Chair all CMCA meetings
- Prepare a written report for Executive and Council. Attend all Executive and Council meetings
- Attendance at all Joint RTP Workshops and QUFA's RTP Workshops as Resource Person (May and September)
- Keeping QUFA staff (though the QUFA Member Services Officer – Labour Relations and/or QUFA Administrative Officer), members of the JCAA Committee and QUFA President apprised of the scheduling and content of meetings with Senior Administration or Faculty Relations staff, if unaccompanied by a QUFA staff member. It is preferable to have a QUFA staff person present at those meetings.
- This position require the attention of the incumbent though the entire year because if the nature of JCAA matters which often arise outside of regular academic terms.

Regular lines off communications for the QUFA JCAA Co-Chair include:

- QUFA Staff (through the QUFA Member Services Officer-Labour Relations and/or QUFA Administrative Officer)
- QUFA Executive (normally via the President/delegate)
- University JCAA Co-Chair
- Faculty Relations Staff

Participate in providing information, editing or approving communication to QUFA Members and the public

Motions that are brought to Executive or Council should include

- i) the timeline for action and reporting and
- j) a description of that will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Schedule Committee to Manage the Collective Agreement (CMCA) meetings as needed
- Attend Executive meeting and provide any oral reports not included in the JCAA written report
- Bring any recommendations to the Executive in the form of a motion that includes timelines and a description of what will be done by whom (QUFA volunteers and staff)

Second Week

- Chair Committee to Manage the Collective Agreement (CMCA) meeting if needed
- Prepare a To-Do list from the CMCA with QUFA staff
- Preparation of JCAA Agenda and MOAs in consultation with QUFA staff
- Review of JCAA minutes prepared by staff (from QUFA or Faculty Relations)
- Prepare a brief written report for QUFA Council Agenda Package to be submitted to QUFA Administrative Officer. Council Agenda Package goes out one week before the meeting

Third Week

- Co-Chair JCAA meeting
- Prepare a To-Do list from the CMCA with QUFA staff
- Attend QUFA Council and provide any oral reports not included in the JCAA written report

Fourth Week

- Prepare a Written Report for QUFA Executive to be submitted to the QUFA Administrative Officer. Agenda Package goes out one week before the Executive Meeting

Ongoing

- Follow up with QUFA staff of the To-Do list which emanate from JCAA, CMCA and special meetings with Administration

December and April

- Prepare a written report for the General meetings to be submitted to the Administrative Officer two weeks before the scheduled meeting. Agenda Package goes out one week before the meeting.

Term of Office: Two years starting Jul 1 and ending June 30

Release Time: Two release stipend (TWO 0.5 course) is 260 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When the JCAA Co-Chair is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Librarians and Archivist (QULA) Representative– Job Description
May 2011**

From the QUFA Constitution

9.2 Election or Appointment

ii) The positions of Equity Representative, Queen’s University Librarians and Archivists (QULA) Representative, Term Adjunct Representative, and Continuing Adjunct Representatives must be filled by a person dedicated to that position alone. If any of these representatives takes on another position on the Executive, then another person must be found to replace her or him for the dedicated position that they have vacated.

iv) If the QULA Executive representatives take on another Executive position, then the QULA Council representative will become the QULA representative on Executive and QULA must find another representative to serve on Council

9.6 Duties of Remaining Members of the Executive Committee

iv) The representatives for Librarians and Archivists, and for Term and Continuing Adjunct Faculty members shall advise the Executive Committee on the implications for their constituencies of policies and activities of the Association and shall perform such duties as are from time to time requested by the Council or the Executive Committee

From Experience

- Attend Executive Meetings the first week of every month (September-June) and actively participate in the decision making processes.
- Stay informed about current and emerging issues and share those concerns with the QFUA Executive
- Use the QULA listserv to develop networks and opportunities to share information with QUFA and each other on a regular basis (electronically and through meetings and social events)
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - k) the timeline for action and reporting and
 - l) a description of that will be done by whom (QUFA volunteers and staff)

Throughout the Year

- June – Attend full day Executive retreat in June for incoming and outgoing members

Additional Duties: Depending on your background and interests – QUFA could use your expertise in the following ways:

1) Serving as a Member of at least one of these QUFA committees

- Joint Committee to Administer the Agreement and subcommittees and working groups on (Salary Model and Anomalies)

- Committee to Manage the Collective Agreement (CMCA)
- Political Action and Communication and subcommittees
- Pension Working Group
- Budget Analysis Committee
- Constitutional Committee **OR**

2) Help QUFA monitor Queen's Senate by

- Working with QUFA President and PACC Co-Chair to develop Senate questions and other submissions due by noon on Thursday of the first week of the month (September-May)
- Attend Senate Faculty Caucus meeting (scheduled a few days before Senate) to discuss any issues emerging and develop questions to address those issues (September-May)
- Attend Senate (Tues at 3:30-1.5 – 2 hours September-May). Remember to request visitor status every month from the University Secretariat
- Fact check and edit a brief written report about Senate (drafted by the QUFA PACC Co-Chair) to send to QUFA Executive, Council and PACC and posted on the QUFA website by the end of the week. This report could be sent to QUFA Members when necessary

Please discuss these options with QUFA President and the QUFA Administrative Officer to decide what responsibilities are most important each year.

Term of Office: Two years starting July 1 and ending June 30

Your work is Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When you are away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Member-at-Large – Job Description
April 2011**

From the QUFA Constitution

9.6 Duties of Remaining Members of the Executive Committee

The two Members-at-Large shall represent the interests of the membership and perform such duties as are from time to time requested by the Council or the Executive Committee.

From Experience

- Attend Executive Meetings the first week of every month (September-June) and actively participate in the decision making process
- Stay informed about current and emerging issues and share those concerns with the QFUA Executive
- Attend full day Executive retreat in June for incoming and outgoing members
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - m) the timeline for action and reporting and
 - n) a description of that will be done by whom (QUFA volunteers and staff)

Additional Duties: Depending on your background and interests – QUFA could use your expertise in the following ways:

1) Serving as a Member of at least one of these QUFA committees

- Joint Committee to Administer the Agreement and subcommittees and working groups on Salary Model and Anomalies)
- Committee to Manage the Collective Agreement (CMCA)
- Political Action and Communication and subcommittees
- Pension Working Group
- Budget Analysis Committee
- Constitutional Committee. **OR**

2) Help QUFA monitor Queen’s Senate by

- Working with QUFA President and Vice President to develop Senate questions and other submissions due noon on Thursday of the first week of the month (September-May)
- Attend Senate Faculty Caucus meeting (scheduled a few days before Senate) to discuss any issues emerging and develop questions to address those issues (September-May)
- Attend Senate (Tues at 3:30-1.5 – 2 hours September-May). Remember to request visitor status every month from the University Secretariat
- Fact check and edit a brief written report about Senate (drafted by the QUFA Vice President) to send to QUFA Executive, Council and PACC and posted on the QUFA website by the end of the week. This report could be sent to QUFA Members when necessary. **OR**

3) Maintain QUFA's presence in the local labour movement

- Attend Kingston District Labour Council Meetings – the third Monday every month at 7:00 pm at the Steelworkers Hall

4) Attend QUFA Council meetings and help the Council Chair (and the QUFA President) prepare a written report to the Executive from Council meetings.

Please discuss these options with other Member-at-Large, QUFA President and the QUFA Administrative Officer at the beginning of each term to decide which responsibilities are most important and appropriate that year.

Term of Office: Two years starting July 1 and ending June 30

Your work is Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When you are away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

QUFA Executive Committee Duties and Powers
Article 9.3 QUFA Constitution

- i) The Executive Committee shall exercise all the powers delegated to it by Council and report its activities regularly to Council;
- ii) The Executive Committee shall be responsible for:
 - a) Developing policy for the Association, under direction from Council or as it deems necessary, and recommending such policy to Council for approval;
 - b) Implementing the policies of the Association;
 - c) Administering the budget of the Association;
 - d) Supervising the collective bargaining of the Association;
 - e) Acting upon the recommendations of the Grievance Committee;
 - f) Recommending to Council the formation of new Standing Committees;
 - g) Forming *Ad Hoc* committees as necessary to carry out the work of the Executive Committee;
 - h) Receiving reports, as required, from committees and representatives and communicating such reports, as required, to Council;
 - i) Recommending to Council, the Chairs, members of Standing committees and *Ad Hoc* committees formed by the Executive Committee, as well as appointees for joint employer-Association committees; and approving the appointment of QUFA representatives to other Queen's and QTC committees and task forces, and positions on external bodies; and filling any vacancies which may arise in the terms of such appointees;
 - j) Recommending candidates to Council to fill mid-term vacancies on the Executive Committee;
 - k) Encouraging the development of caucuses (among e.g. librarians and archivists, heads, adjuncts, feminist, junior faculty, and any other relevant sub-groups of members who express interest in forming a caucus) to ensure that constituencies within the Association are able to articulate their concerns adequately;
 - l) Making every effort to ensure adequate communications with student associations and other employee Groups at Queen's and QTC;
 - m) Addressing issues of equity and the status of women through the development of QUFA committees or caucuses and/or through the nominations of representatives to participation in Queen's and QTC-wide equity and status of women committees, caucuses, and councils;
 - n) Recommending the convening of special meetings of the Association to Council as required;
 - o) With the advice of the Staff Relations Committee and in accordance with the Employment Policy for QUFA Staff, hiring, supervising, and dismissing employees.

QUFA Past President – Job Description May 2011

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;
- iv) The Past President shall be a non-elected member of the Executive Committee. The Past President shall be the person whose term as President has just expired or a former President if the immediate Past President is unable or unwilling to serve on the Executive Committee.

9.5 Duties of the Officers

Shall fulfill the duties of the President in his or her absence, represent the President as needed, chair the Nominations and Elections Committee, serve as member of the Finance Committee and perform such duties as are from time to time requested by the Council or the Executive Committee.

Article 8: Council of Representatives

8.1 Composition

- There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units

From Experience

- Meet with the QUFA Staff and QUFA President on a biweekly (first and third week) basis to facilitate communication and planning
- Consult with the President about emerging/ongoing issues on an ongoing basis
- Attend QUFA Executive meetings (first week of the month – September-June)
- Attend QUFA Council of Representatives meetings (third week of the month – Sept-May)
- Chair the Staff Relations Committee. Annual Performance Reviews in June (2 days). Meetings to respond to special or emerging issues
- In the second-year of your term – Chair the Nominations Committee (focused in January-April – most active – but called upon when positions become vacant throughout the rest of the year)
- Serve as member of the QUFA Constitution Committee and the QUFA Finance Committee
- Attend Board of Trustees Meetings (first week-end on Oct, March and May) as an observer
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - a) the timeline for action and reporting and
 - b) a description of what will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Meet with QUFA staff and Vice President 1- hour (before the Executive Meeting)
- Attend QUFA Executive meeting (2 hour) (September –June) and actively participate in the decision making process

Second Week

- Attend CMCA meeting when scheduled (optional)

Third Week

- Meet with QUFA staff and QUFA President before QUFA Council (1 hour)
- Attend Council Meeting (3:00 for 2 hours) (September –May) and actively participate in the decision making process

Additional Duties

October

- Regular duties
- Board of Trustees Meeting Observer – (first week-end of October) Friday evening 7-9 and Saturday morning 9-12. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

November

- Third week – CAUT Council meeting Thursday (8:30 am)-Sunday (12 PM) in Ottawa. You will receive parts of the Agenda Package by mail up to about a week before the meeting. It would be helpful; to go through the agenda package with the Past President and QUFA Administrative Officer a few weeks before CAUT Council Meeting to see if there is anything that should be brought to the attention of the QUFA Executive

December

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month) – Friday evening 7-9 and Saturday morning 9-12. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.
- Attend the Planning Meeting (including a “dry run” for Fall General Meeting)
- Fall General Meeting in the second or third week of December

March

- Regular duties
- Board of Trustees Meeting Observer (first-week-end of the month) _ Friday evening 7-9 and Saturday morning 9-12. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

April

- Regular duties
- Third or fourth week – CAUT Council Thursday (8:30 am)-Sun (12pm) – You will receive parts of the Agenda Package by mail up to about a week before the meeting. It would be helpful; to go through the agenda package with the Past President and QUFA Administrative Officer a few weeks before CAUT Council Meeting to see if there is anything that should be brought to the attention of the QUFA Executive.
- Last week – Planning Meeting (including a dry run) for the Spring General Meeting and the Spring General Meeting itself

May

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month) – Friday evening 7 -9. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.
- University Council Saturday 8am-5pm.

June

- Regular duties
- Staff Relations Committee meets for annual reviews of QUFA staff (2 days)
- Help the President organize one day retreat for incoming and outgoing Executive towards the end of June with QUFA staff

Term of Office: Two years starting Jul 1 and ending June 30

Release Time: One release stipends (ONE 0.5 course) is 130 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When the QUFA Past President is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

QUFA President – Job Description May 2011

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;

9.5 Duties of the Officers (Executive)

President

- Shall supervise and coordinate the activities of the Association and the bargaining units
- Represent the Association and bargaining units, including the Council and the Executive Committee, at Queen's and in the broader community
- Chair or appoint the chair for meetings of the Association
- Serve as a member *ex officio* of all Standing and Ad Hoc Committees except the Nominations and Elections Committee
- Supervise QUFA employees
- Provide a report to the membership at all general meetings, and Exercise such powers and carry out such functions as are delegated to him or her by the Council and the Executive Committee, or as are necessary for the proper conduct of the presidency

Article 8: Council of Representatives

8.1 Composition

- There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units

8.7 Meetings

- i) A Council meeting shall be called at least once a month from September to May and at the request of any five members of Council
- ii) The agenda shall normally be the responsibility of the Chair, in conjunction with the President, but any item requested by a member of Council or a petition of five members of the Association shall be placed on the agenda of the next meeting of Council and shall normally be voted upon at that meeting

Article 5

- The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report, a Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees

From Experience

- Initiate or respond to new or ongoing external pressures. Either write or supervise writing, approval and dissemination of political/positions communications to members and the public;
- Oversee the QUFA staff and QUFA committees including:
 - Grievance Committee
 - Joint Committee to Administer the Agreement and subcommittees and working groups (on Salary Model and Anomalies) and the Committee to Manage the Collective Agreement (CMCA)
 - Political Action and Communication and subcommittees-including infrastructure and Teaching and Intellectual Property
 - Retirement Working Group

- Web Site Committee
- Pension Working Group
- Budget Analysis Committee
- Constitutional Committee
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - o) the timeline for action and reporting and
 - p) a description of that will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Meet with QUFA staff and Vice President 1- hour (before the Executive Meeting)
- QUFA Executive meeting – chair – 2 hour meeting

Second Week

- Senate questions and other submissions due by noon on Thursday
- Grievance Committing 1:00 for 2 hours
- CMCA meeting when needed
- QUFA Council meeting that is held in the third week of every month September-May. Prepares the Written Report. Council Chair, Secretary and President check the minutes. Agenda packages goes out one week before the meeting

Third Week

- Meet with QUFA staff and Vice-President – 1 hour (before the Council Meeting)
- JCAA meeting (early afternoon – 2 hours)
- Council Meeting (3:00 for 2 hours) and Senate (Thursday at 3:30 for 1.5-2 hours).
- Work with Council Chair to prepare a written report from Council for Executive.
- Prepare a written report about Senate to send to Executive, PACC and Council when necessary

Fourth Week

- Work with the Administrative Officer to develop an agenda for the next Executive meeting, check the minutes from the previous meeting and prepare President’s written report

Ongoing

- CAUT listserv – you will be subscribed to this. You and QUFA staff provide information in response to questions and issues raised and share this information with QUFA Executive, Council and Members when appropriate
- Meet with the Principal once a month

Monthly breakdown

July

- Transition for incoming and outgoing Executive
- Prepare a power point presentation for the new Faculty Orientation held in August (existing copies of this presentation are available for the Administrative Officer)

August

- New faculty Orientation – usually a morning presentation

- Executive Committee Meeting – work with the Administrative Officer to develop an agenda for the September Executive meeting, check the minutes from the previous meeting and prepare a written report. Agenda package goes out one week before the meeting
- Council Meeting – work with the Council Chair and Administrative Officer to develop an agenda for the September Council Meeting, check the minutes and prepare a written report. Agenda packages goes out one week before the meeting
- Write President's Column for Voices

September

- Regular duties
- Write President's Column for Voices and QUFA VOICES before it goes to Members

October

- Regular duties
- OCUFA reception for president and OCUFA Executive – week-end in October
- Board of Trustees Meeting Observer – (first week-end of October) Friday evening 7-9 and Saturday morning 9-12. Written report to Executive, PACC Council and members when necessary

November

- Regular duties
- Third week – CAUT Council meeting Thursday (8:30 am)-Sunday (12 PM) in Ottawa. You will receive parts of the Agenda Package by mail up to about a week before the meeting. It would be helpful; to go through the agenda package with the Past President and QUFA Administrative Officer a few weeks before CAUT Council Meeting to see if there is anything that should be brought to the attention of the QUFA Executive.

December

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month) – Friday evening 7-9 and Saturday morning 9-12. Written report to Executive, PACC Council and members when necessary
- Work with the Administrative Officer to prepare an agenda for the fall General Meeting (FGM) and prepare a written report for FGM
- FGM in the second or third week of December

January

- Regular duties
- Write Presidents' Column for Voices (and check final version of Voices before it goes out to Members)
- Third week – President's Forum – Canadian Association of University Teachers in Ottawa (Friday-Sunday)

February

- Regular duties

March

- Regular duties
- Board of Trustees Meeting Observer (first-week-end of the month) _ Friday evening 7-9 and Saturday morning 9-12. Written report to Executive, PACC Council and members when necessary
- OCUFA reception for MPPs (4-6 pm-Toronto)
- Write President's Column for Voices (and check final version before it goes out to Members)

April

- Regular duties
- Work with the Administrative Officer to prepare an agenda of the Spring General Meeting (SGM) and prepare a President's written report for SGM

- Third or fourth week – CAUT Council Thursday (8:30 am)-Sun (12pm) – You will receive parts of the Agenda Package by mail up to about a week before the meeting. It would be helpful; to go through the agenda package with the Past President and QUFA Administrative Officer a few weeks before CAUT Council Meeting to see if there is anything that should be brought to the attention of the QUFA Executive.
- Last week – Planning Meeting for SGM and the Spring General Meeting itself

May

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month) – Friday evening 7-9,.Written report to Executive, PACC Council and members when necessary
- University Council Saturday 8am-5pm. Written report to Executive, PACC Council and members when necessary

June

- Regular duties
- Staff Relations Committee meets for job review of QUFA staff
- Organize one day retreat for incoming and outgoing Executive towards the end of June with QUFA staff

Term of Office: Two years starting Jul 1 and ending June 30

Release Time: Three release stipend (THREE 0.5 course) is 390 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When the QUFA President is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer’s academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Secretary – Job Description
May 2011**

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;

9.5 Duties of the Officers (Executive)

Secretary

Shall liaise with the Political Action and Communications Committee to help coordinate political communications between the Executive and PACC. Shall prepare minutes of specific meetings, such as Executive, Council and General meetings

Article 8: Council of Representatives

8.1 Composition

There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units

Article 5: General Meetings

- There shall be at least two General Meetings of the Association each year; a fall meeting to be held in October, November or December and a spring meeting in March or April, each at the call of the Secretary. The Secretary shall call special General Meetings as directed by Council or Executive, or at a written request of 20 members in good standing of the Association, which includes a statement of the purpose of the meeting. The Secretary shall give written notice of meetings at least 14 days in advance
- The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report, a Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees
- The Secretary shall circulate the written agenda for any scheduled General Meeting at least one week prior to the Meeting. The agenda shall include motions to be voted upon at the Meeting, including any motions submitted in a petition signed by at least five members in good standing of the Association, including the mover and seconder.

Article 6: Amendments

- ii) Proposed amendments to the Constitution must be circulated with the notice of the scheduled General Meeting at which they will be addressed

From Experience

- Minutes for Executive (September-June) and Council (September-May) Meetings

- Sign meeting notices for Fall General Meeting in December and Spring General Meeting in April) and prepare draft minutes for these meetings
- Minutes for PACC meetings
- Minutes for Heads' Caucus (when available)
- Participate in providing information, editing or approving communications to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - a) the timeline for action and reporting and
 - b) A description of what will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Executive Meeting. The Secretary shall take notes during those Executive meetings which she/he attends and present a copy of these notes as back up to the Administrative Officer or other staff person present who is writing up the minutes. Actively participate in the decision making processes.
- The Secretary shall prepare a To-Do list from the Executive meetings for the President and cc it to the Administrative Officer and the President as soon as possible after the meeting. If she/he is unable to be present, then a staff person must be informed prior to the meeting to take over this task

Second Week

- QUFA Council Meeting Agenda Package – Administrative Officer sends minutes from the previous Council meeting to Council Chair, President and Secretary. All of these parties check the minutes. Agenda package goes out one week before the meeting

Third Week

- Council Meeting (3:00 for 2 hours) – The Secretary shall take notes during those Executive meetings which she/he attends and present a copy of these notes as back up to the Administrative Officer or other staff person present who is writing up the minutes. Actively participate in the decision making processes.
- The Secretary shall prepare a To-Do list from the Executive meetings for the President and cc it to the Administrative Officer and the President as soon as possible after the meeting. If she/he is unable to be present, then a staff person must be informed prior to the meeting to take over this task
- Work with Council Chair to prepare a written report from Council for Executive.

Fourth Week

- QUFA Executive Meeting Agenda Package – Administrative Officer send minutes from the previous Council meeting to Council Chair and President. All of these parties check the minutes. Agenda package goes out one week before the meeting

Monthly breakdown

December and April

- Approve and sign notices and reminders for Fall and General Meetings (see Appendix A). Any constitutional changes must be included in the first notice
- Attend a planning meetings for each meeting (dry-run) and the actual meeting
- The Secretary shall take notes during the General Meeting and present a copy of the draft minutes of that meeting to the staff person delegated to finalize the minutes for that meeting

Ongoing

Responsibilities re the Political Action and Communications Committee

- The Secretary shall take minutes during those PACC meetings which she attends and present a copy of the minutes to the PACC Co-Chair and the staff person responsible to the PACC. A copy of these minutes will be kept in a binder in the QUFA office.
- The Secretary shall prepare a To-Do list from the PACC meetings for the Co-Chairs(s) and cc it to the staff resource person to the PACC as soon as possible after the meeting. If she/he is unable to be present, then another PACC volunteer must be informed prior to the meeting to take over this task

Minutes for Heads' Caucus

- If the Secretary is able to attend the Heads' Caucus meetings (approximately 2 per year), the Secretary shall take notes during those meetings and present a copy of the notes to the staff person who is writing up the minutes for that meeting.

Term of Office: Two years starting Jul 1 and ending June 30

Release Time: One release stipend (ONE 0.5 course) is 130 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When the QUFA Secretary is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

Appendix 1: General Meeting Notices

1) Without Changes to the Constitution

**TO: All Members of Queen's University Faculty Association (QUFA)
Faculty, Librarian and Archivists**

DATE: April 14, 2011

NOTICE OF SPRING GENERAL MEETING

The Spring General Meeting of Queen's University Faculty Association will be held on **Thursday April 28th, 2011 from 1:45p – 3:00p in Ellis Hall Auditorium.**

As per Article 5 iii) of the Constitution an agenda package will be emailed to you one week prior to the meeting, including committee reports and any motions to be voted upon at the meeting. Please review these reports and proposed motions prior to the meeting and bring them with you as copies will not be distributed at the meeting. To allow more time for discussion, there will be no oral reports.

Please mark this important date on your calendar and plan to attend.

If you have any questions or concerns, please contact me (email address) or any member of the QUFA staff (contact information provided below)

Annette Burfoot
QUFA Secretary

**** Please note: You must be a member of QUFA to vote at the meeting. Paying monthly dues does not automatically make you a member of QUFA. If you have not signed a QUFA membership form at any time and would like to join, or if you are not sure whether you are a member, please call QUFA office (32151). *****

2) With changes to the Constitution

**TO: All Members of Queen's University Faculty Association (QUFA)
Faculty, Librarian and Archivists**

DATE: April 14, 2011

NOTICE OF SPRING GENERAL MEETING

The Spring General Meeting of Queen's University Faculty Association will be held on **Thursday April 28th, 2011 from 1:45p – 3:00p in Ellis Hall Auditorium.**

As per Article 6 ii) of the QUFA Constitution, proposed amendments to the Constitution must be circulated with the notice of the General Meeting at which they will be considered and voted upon. The amendments to the Constitution are clearly identified and are attached to this email to meet that requirement. The amended Constitution will not be included as an attachment in the agenda package nor will it be distributed at the meeting.

As per Article 5iii) of the Constitution an agenda package will be emailed to you one week prior to the meeting. It will include committee reports and any motions to be voted upon at the meeting. Please review these reports and proposed motions prior to the meeting and bring them with you as copies will not be distributed at the meeting. To allow more time for discussion, there will be no oral reports.

Please mark this important date on your calendar and plan to attend.

If you have any questions or concerns, please contact me (email address) or any member of the QUFA staff (contact information provided below)

Annette Burfoot
QUFA Secretary

**** Please note: You must be a member of QUFA to vote at the meeting. Paying monthly dues does not automatically make you a member of QUFA. If you have not signed a QUFA membership form at any time and would like to join, or if you are not sure whether you are a member, please call QUFA office (32151). *****

**QUFA Term Adjunct Representative– Job Description
May 2011**

From the QUFA Constitution

9.2 Election or Appointment

ii) The positions of Equity Representative, Queen’s University Librarians and Archivists (QULA) Representative, Term Adjunct Representative, and Continuing Adjunct Representatives must be filled by a person dedicated to that position alone. If any of these representatives takes on another position on the Executive, then another person must be found to replace her or him for the dedicated position that they have vacated.

v) The two Executive representatives for the Term and Continuing Adjunct Faculty members shall be selected to represent their respective electoral units. These designated representatives of Adjunct members on Council shall not preclude Adjunct members from representing academic units at Council.

9.6 Duties of Remaining Members of the Executive Committee

iv) The representatives for Librarians and Archivists, and for Term and Continuing Adjunct Faculty members shall advise the Executive Committee on the implications for their constituencies of policies and activities of the Association and shall perform such duties as are from time to time requested by the Council or the Executive Committee;

From Experience

- Attend Executive Meetings the first week of every month (September-June) and actively participate in the decision making processes
- Attend Council Meetings the third week of the month (September-May) and actively participate in the decision making processes
- Stay informed about current and emerging issues and share those concerns with the QFUA Executive
- Use the QUFA listserv for Term Adjuncts to develop networks and opportunities to share information with QUFA and each other on a regular basis (electronically and through meetings and social events)
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - q) the timeline for action and reporting and
 - r) a description of that will be done by whom (QUFA volunteers and staff)

Throughout the Year

- June – Attend full day Executive retreat in June for incoming and outgoing members
- October – Coordinate Fair Employment Week (third week of October) with the Continuing Adjunct Representative and the Political Action and Communication Committee to promote awareness of Contract Academic Staff issues. Materials are available on the QUFA wiki and from the Canadian Association of University Teachers website (<http://www.caut.ca/pages.asp?page=572&lang=1>)

Additional Duties: Depending on your background and interests – QUFA could use your expertise in the following ways:

1) Serving as a Member of at least one of these QUFA committees

- Joint Committee to Administer the Agreement and subcommittees and working groups on Salary Model and Anomalies)
- Committee to Manage the Collective Agreement (CMCA)
- Political Action and Communication and subcommittees
- Pension Working Group
- Budget Analysis Committee
- Constitutional Committee **OR**

2) Help QUFA monitor Queen’s Senate by

- Working with QUFA President and PACC Co-Chair to develop Senate questions and other submissions due by noon on Thursday of the first week of the month (September-May)
- Attend Senate Faculty Caucus meeting (scheduled a few days before Senate) to discuss any issues emerging and develop questions to address those issues (September-May)
- Attend Senate (Tues at 3:30-1.5 – 2 hours September-May). Remember to request visitor status every month from the University Secretariat
- Fact check and edit a brief written report about Senate (drafted by the QUFA PACC Co-Chair) to send to QUFA Executive, Council and PACC and posted on the QUFA website by the end of the week. This report could be sent to QUFA Members when necessary

Please discuss these options with QUFA President and the QUFA Administrative Officer to decide what responsibilities are most important each year.

Term of Office: Two years starting July 1 and ending June 30

Release Time: One release stipend (ONE 0.5 course) is 130 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4 of the Collective Agreement.

Contact Information: When you are away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer’s academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Treasurer – Job Description
May 2011**

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;

9.5 Duties of the Officers

Treasurer

- Shall be responsible for overseeing the finances and accounts of the Association
- Shall oversee the financial position of the Association
- Shall be responsible for rendering such an account to the Executive Committee or the Council whenever required
- Shall oversee the preparation and reporting for the Association's annual audit
- Shall chair the Finance Committee and prepare an annual update to the Association's Financial Plan
- Shall report to the membership at each general meeting

Article 8: Council of Representatives

8.1 Composition

- There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units

Article 5 General Meetings

- The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report. A Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees;

Timeline

Regular Duties that are completed every month

- Attend QUFA Executive meeting (first week of the month)
- Attend Council Meeting (third week of the month)
- Approval of monthly expenditures and payments
- President will consult the Treasurer (and Executive Officers when necessary) to approve expenditures for travel and food and other business of the organization
- When required, consider and make investments
- When required, advise President and Executive on financial matters of the Association
- Participate in providing information, editing or approving communications to QUFA Members and the public

- Please note – Motions that are brought to Executive or Council should include
 - a) The timeline for action and reporting and
 - b) Description of what will be done by whom (QUFA volunteers and staff)

Monthly breakdown

October

- Attend the Annual Trustees’ Meeting of the CAUT Defense Fund

November to December

- Prepare interim financial report
- Prepare report
- Seek approval for auditor

December

- Prepare a written report for the Fall General Meeting to be submitted to the QUFA Administrative Officer two weeks before the meeting. The agenda package goes out to Members one week before the meeting.
- Third week – Planning Meeting for the Fall General Meeting and the Fall General Meeting itself

February to April

- Prepare year-end financial report
- Develop financial plan
- Develop a new budget for the next fiscal year
- Present financial report and new budget for acceptance

April

- Prepare a written report for the Spring General Meeting to be submitted to the QUFA Administrative Officer two weeks before the meeting. The Agenda Package goes out to Members one week before the meeting
- Last week – Planning Meeting for the Spring General Meeting (dry-run) and the Spring General Meeting itself

June

- Staff Relations Committee meets for job review of QUFA staff

Term of Office: Two years starting Jul 1 and ending June 30

Release Time: One release stipend (ONE 0.5 course) is 130 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When the QUFA Treasurer is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer’s academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

**QUFA Vice President – Job Description
May 2011**

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;

9.5 Duties of the Officers

Shall fulfill the duties of the President in his or her absence, represent the President as needed, chair the Nominations and Elections Committee, serve as member of the Finance Committee and perform such duties as are from time to time requested by the Council or the Executive Committee.

Article 8: Council of Representatives

8.1 Composition

- There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units

From Experience

- Meet with the QUFA Staff and QUFA President on a biweekly (first and third week) basis to facilitate communication and planning
- Consult with the President about emerging/ongoing issues on an ongoing basis
- Attend QUFA Executive meetings (first week of the month – September-June)
- Attend QUFA Council of Representatives meetings (third week of the month – Sept-May)
- Member of the Staff Relations Committee. Annual Performance Reviews in June (2 days). Several times for special issues
- Member of the Joint Committee to Administer the Agreement (JCAA Committee) and the Committee to Manage the Collective Agreement (observer or Member in the second year as VP)
- In the first year of your term-Chair the Nominations Committee (focused in January-April most active – but called upon when positions become vacant throughout the rest of the year)
- Chair *ad hoc* Budget Analysis committee (once a month when needed)
- Serve as member of the QUFA Constitution Committee and the QUFA Finance Committee
- Attend Board of Trustees Meetings (first week-end on Oct, March and May) as an observer
- Attend Political Action and Communication Committee meetings (optional – but highly recommended especially in the second year of your term)
- In the second year of your term – Attend Senate Meetings (third Tuesday of every month at 3:30 September – May) as an observer. Contact Secretariat to obtain guest pass
- Participate in providing information, editing or approving communication to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - c) the timeline for action and reporting and
 - d) a description of what will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First Week

- Meet with QUFA staff and Vice President 1- hour (before the Executive Meeting)
- Attend QUFA Executive meeting (2 hour) (September –June)

Second Week

- Attend CMCA meeting when scheduled

Third Week

- Meet with QUFA staff and QUFA President before QUFA Council (1 hour)
- Attend Joint Committee to Administer the Agreement Meeting (early afternoon – 2 hours)
- Attend QUFA Council Meeting (3:00 for 2 hours) (September –May)
- In the second year of your term – Attend Senate (Tuesdays at 3:30- 1.5-2 hours September-May), Remember to request visitor status every month from the University Secretariat

Additional Duties

October

- Regular duties
- Board of Trustees Meeting Observer – (first week-end of October) Friday evening 7-9 and Saturday morning 9-12. Fact check and help edit the written report prepared by the QUFA Past President to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

December

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month) – Friday evening 7-9 and Saturday morning 9-12. Fact check and help edit the written report prepared by the QUFA Past President to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.
- Attend the Planning Meeting (including a “dry run” for Fall General Meeting)
- Fall General Meeting in the second or third week of December

March

- Regular duties
- Board of Trustees Meeting Observer (first-week-end of the month) - Friday evening 7-9 and Saturday morning 9-12. Fact check and help edit the written report prepared by the QUFA Past President to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

April

- Regular duties
- Last week – Planning Meeting (including a dry run) for the Spring General Meeting and the Spring General Meeting itself

May

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month) – Friday evening 7. Fact check and help edit the written report prepared by the QUFA Past President to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.
- University Council Saturday 8am-5pm.

June

- Regular duties
- Staff Relations Committee meets for annual reviews of QUFA staff (2 days)
- Help the President organize one day retreat for incoming and outgoing Executive towards the end of June with QUFA staff

Term of Office: Two years starting Jul 1 and ending June 30

Release Time: Two release stipends (TWO 0.5 course) is 260 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information: When the QUFA Vice President is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

From the QUFA Constitution:

ARTICLE 9: EXECUTIVE COMMITTEE

9.1 COMPOSITION

There shall be an Executive Committee of the Association consisting of the Officers of the Association, the Chair of the Council of Representatives, the Chair of the Grievance Committee, the QUFA Co-Chair of the Joint Committee to Administer the Agreement (JCAA) who also chairs the Committee for the Management of the Collective Agreement (CMCA), the Chair of the Political Action and Communications Committee (PACC), two Members-at-large, one representative from among Librarians and Archivists, one Continuing Adjunct representative, one Term Adjunct representative, and one Equity representative. The positions of Librarian and Archivist, Continuing Adjunct, Term Adjunct, and Equity representative should be filled regardless of whether other members of these constituencies hold positions on the Executive Committee. All Executive Committee members must be members of the Association.

9.6 DUTIES OF REMAINING MEMBERS OF THE EXECUTIVE COMMITTEE

- i) *The Chair of each Standing Committee shall prepare a brief written report to be included in the [Executive] agenda package that is distributed by the Administrative Officer [Executive Director] one week prior to the regularly scheduled monthly meeting.*

9.7 TERM OF OFFICE

- i) The term of Executive Committee members shall be two years.
- ii) Re-election or, in the case of Past President, reappointment, is allowed.
- iii) Terms commence July 1 of the year of election or appointment.

Responsibilities

Priorities: ** and * indicate first and second priorities; other matters are also important but of lower or merely occasional priority

Cyclical responsibilities:

- ****Chair all PACC meetings** (Regular and Special Meetings)
 - Prepare and distribute agendas
 - Prepare or review and distribute minutes
 - Formulate to-do lists pursuant to meetings (indicating who and when) and follow up with QUFA volunteers and staff
- ****Attend all Executive meetings** (1st week, monthly, Sept.-Jun.) and prepare and submit a PACC Report one week in advance.
- ****Attend all Council meetings** (3rd week, monthly, Sept.-May) and prepare and submit a PACC Report one week in advance.
- Attend all **Unity Council** and **Kingston and District Labour Council (KDLC)** meetings (normally Sept-Jun)

QUFA Political Action and Communication (PACC) Chair

Job Description

February 2017

- *Delegate members of PACC to attend or monitor **Faculty Board and Senate** meetings (Note: QUFA's President has an *ex officio* seat in Senate, but if possible, the PACC chair, or members of the committee should have positions on Senate as well. Where that is not possible, PACC members can still attend Senate as visitors, and in any case PACC should participate in or coordinate with the Senate Faculty Caucus.)
- **Attend **QUFA General meetings** (December and April) (and prepare and submit a PACC Report two weeks in advance)
- *Monitor all **Board of Trustees meetings** (Note: QUFA's President, VP, and PP ordinarily attend BT meetings and should brief PACC afterward.)
- **Coordinate the **Annual Lecture** (in fall or winter term) with committee and QUFA staff
- Prepare or solicit pieces for Voices and items for the monthly Digest email.

Occasional responsibilities:

- Monitor information and publicity sources (e.g., Administration emails, e-Queen's bulletins, Principal's *communications; **Queen's Alumni Review* (Feb., May, Aug., Nov.; circulation over 100,000), *ArtSci Newsletter* (annual, issued in fall), **OCUFA and **CAUT Reports, ***Queen's Journal*, local and other media)
- Monitor other Queen's union activities and websites: CUPE, USW 2010, PSAC 901
- Monitor and liaise with student groups: SGPS, AMS, ASUS.
- *Participate in posting, forwarding, and analyzing news (e.g., via email lists)
- *Participate in editing or approving communications to QUFA Members and the public (e.g., *QUFA Voices*, *QUFA Digest* bulletins; see <http://qufa.ca/publications/main/>)
- Write and/or organize the writing of letters to Queen's Administration, politicians, and media on issues of concern to QUFA members
- Write letters of support for other faculty associations or groups involved in labour and/or other disputes. Work with the QUFA President and Treasurer to ensure that financial support is provided when appropriate.

Schedule of Duties

As per the terms of reference, PACC will normally meet at least 3 times per regular term and once in the summer. The QUFA boardroom can be used for this purpose. Contact the Office Administrator to book the boardroom. Ideally these meetings should be scheduled at the same time/day every month so that the boardroom can be booked well in advance. See above for Chair's duties.

Your work is Service to the University following Article 7.6.4.

QUFA recognizes that because of a volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.