

QUFA Chair of the Council of Representatives Position Description

2022

The Chair of the Council of Representatives (the “Council Chair”) is a member of the QUFA Executive Committee and chairs QUFA Council and General Meetings. The QUFA Executive Committee is part of a tripartite system of governance of the Association including the Council of Representatives and the Membership of the Association. The composition and duties of the Executive are outlined in Article 9 of the *QUFA Constitution* (the “Constitution”) and the composition and duties of Council are described in Article 8. Article 5 of the Constitution covers General Meetingsⁱ.

The term of office is two years, normally starting on July 1 and ending June 30.

The Executive meets once per month from September to June and more often if there are special matters to consider. Council meets monthly from September to May. The Membership meets twice per year in December and April.

The Constitution also mandates the existence of a number of Standing Committees to advise the Executive and Council including:

- Finance
- Grievance
- Joint Committee to Administer the Agreement (JCAA)
- Nominations & Elections
- Political Action and Communications (PACC)
- Staff Relations

The general responsibilities of these committees are outlined in Article 10 of the Constitution. More details can be found for some in the *Committee Terms of Reference* document posted on the QUFA websiteⁱⁱ. More information about the JCAA can be found in Article 13 of the Queen’s-QUFA Collective Agreementⁱⁱⁱ.

Information about nominations and elections to Executive positions is in Article 9.2 of the Constitution and in By-Law No. 1 appended to the Constitution. Council elects its Chair as per Article 8.9 of the Constitution. Elections are held in the spring.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website^{iv}. The Council Chair should pay particular attention to policies for Executive Committee members.

Your work for the Association may be Service to the University following Article 7.6.4.

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Primary Responsibilities

1. Chair monthly Council meetings and collaborate with the President and Executive Director to set the agenda therefor.
2. Attend all QUFA Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution. Report, in writing, on the work and activities of Council two days in advance of the meeting.
3. Chair all General Member meetings having reviewed the agenda and any materials for presentation or distribution with meeting organizers.
4. Ensure agendas and minutes for meetings are circulated to Council and to members in a timely fashion, normally one week in advance.
5. Be familiar with Roberts Rules of Order which govern Association meetings.
6. Participate in any QUFA activities or events as time and interest permit.

Executive Election Responsibilities for Council Chair and Alternate Chair

1. In the case of an election for a contested Executive position at a face-to-face meeting, the Alternate Chair of Council normally serves as the Chief Presiding Officer (see Elections Policy for Executive Committee Positions in the *QUFA Policies* document).
2. In the case of an election for a contested Executive position at a virtual meeting, the Chair of the meeting, normally the Council Chair, votes via sequestered ballot which is not opened unless there is a tie vote (see Elections Policy for Executive Committee Elections in Virtual Meetings in the *QUFA Policies* document).

Secondary Responsibilities

1. Monitor developments in the Post Secondary arena or at Queen's University that are of interest to QUFA members.

ⁱ The QUFA Constitution can be found on the QUFA website: <https://www.qufa.ca/wp-content/uploads/2020/05/QUFA-Constitution-May-2020.pdf>.

ⁱⁱ See the QUFA website: <https://qufa.ca/wp-content/uploads/2019/10/QUFA-Committee-Terms-of-Reference-October-2019.pdf>.

ⁱⁱⁱ <https://www.qufa.ca/collective-agreement/>

^{iv} <https://www.qufa.ca/wp-content/uploads/2021/06/QUFA-Policies-Protocols-June-2021.pdf>.