

## QUFA Chair of the Political Action and Communications Committee Position Description

2022

The Chair of the Political Action and Communications Committee (the “PACC Chair”) is a member of the QUFA Executive Committee. 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”)<sup>i</sup>. 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 website<sup>ii</sup>. More information about the JCAA can be found in Article 13 of the Queen’s-QUFA Collective Agreement<sup>iii</sup>.

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. Elections are held at the Spring General Meeting.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website<sup>iv</sup>. The PACC Chair should pay particular attention to policies for Executive Committee members and those covering Political Action and Communications.

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

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**Primary Responsibilities**

1. Chair all PACC meetings and assist Staff to prepare and distribute agendas & minutes.
2. Attend all Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution. Submit a written report about PACC's work no less than two days in advance of the meeting to be included in the Executive Agenda.
3. Attend all Council meetings and submit a written report about PACC's activities one week in advance to be included with the Council Agenda package.
4. Attend QUFA General meetings and submit a written report about PACC's activities two weeks in advance.
5. Coordinate the Annual Lecture (in fall or winter term) with committee members and QUFA staff.
6. Plan other Member events and workshops as need arises.
7. Track QUFA communications such as the newsletter and informational emails. Solicit contributions to the newsletter.

**Secondary Responsibilities**

1. Work with the QUFA President and Treasurer to ensure that solidarity donations are appropriately processed.
2. Attend Kingston and District Labour Council (KDLC) meetings (normally Sept-Jun).
3. Delegate members of PACC to attend or monitor Queen's Faculty Board and Senate meetings.
4. Monitor Queen's, OCUFA and CAUT sources of information.
5. Monitor the activities of Queen's Unity Council (council of other unionized employee groups).
6. Liaise with Queen's student groups as needed.
7. Monitor developments in the Post Secondary arena or at Queen's University that are of interest to QUFA members.

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

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

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

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