

**QUFA Secretary
Position Description**

2022

The Secretary is a member of the Queen’s University Faculty Association (QUFA, the “Association”) 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”)ⁱ. 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.

The Secretary, with the presidents and the Treasurer, is an Officer of the Association (see Articles 9.4 and 9.5 of the Constitution). The Secretary is an ex officio member of the Council of Representatives and sits on the Staff Relations Committee.

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 in April.

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

This position comes with one unit of release time (see the *Policies* document for more information). Your work for the Association may be Service to the University following Article 7.6.4.

Primary Responsibilities

1. Attend all QUFA Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution. Prepare minutes for Executive meetings.
2. Attend and prepare minutes for Council meetings.
3. Attend and prepare minutes for General Meetings.
4. With QUFA Staff support, give written notice of General Meetings 14 days in advance and circulate agendas seven days in advance.
5. Attend Staff Relations Committee.

Secondary Responsibilities

1. Participate in events, meetings and activities of the Association as time and interest permit.
2. 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>.

^v <https://www.qufa.ca/wp-content/uploads/2021/06/2020-04-Staff-Employment-Policy-for-website.pdf>