

# QUFA Council Orientation for New Representatives

Steven Iscoe

– Chair of Council, 2012 – 2013

Department of Biomedical and  
Molecular Sciences

[iscoes@queensu.ca](mailto:iscoes@queensu.ca)

613-533-2798

# Council of Representatives

- QUFA's policy-making body representing 1100 members
- Works in conjunction with the Executive Committee
- Representatives from 44 constituency units (48 possible member units)
- Councilors are elected or acclaimed by their respective unit; some units have two members splitting the responsibilities for the position
- Two year terms with reappointment permitted

# Council of Representatives (cont.)

- Monthly meetings (September-May)
- Fall schedule:

| <b>Month</b>   | <b>Council</b> | <b>Location</b>               |
|--|----------------|-------------------------------|
| September  | 19             | Chemistry 415 (Chernoff Hall) |
| October  | 16             | Chemistry 415                 |
| November   | 19             | Chemistry 202                 |
| December   | 10             | Chemistry 415                 |
| <i>* Fall General Meeting December 12 Ellis Auditorium</i> |                |                               |

# Council of Representatives (cont.)

- Monthly meetings (September-May)
- Agenda set by President/Chair of Council with input welcome from any councilors
- Quorum is 1/3 of current number of elected members (44)
- If you are unable to attend a meeting, you are welcome to send an alternate member from your unit. Please notify the QUFA Office before the start of the meeting.

# QUEEN's UNIVERSITY FACULTY ASSOCIATION

Council of Representatives

Date and Time

Location

## Monthly AGENDA Template

1. Approval of Agenda
2. Approval of Minutes of Previous Meeting **Attachment A**
3. 3:00 PM Order of the Day: eg. Collective Bargaining Issues
4. Business Arising and President's Report **Attachment B**
  - A. Administrative Officer's Written Report
  - B. President's Oral Report
5. New from Across the University: What's Happening in Your Unit?

Any item of interest to your constituents. Some topics in the past included workload, governance issues, threats to programs and units, etc. We want to hear from you if this is also a concern in your constituency that was not reported at the last meeting.
6. Joint Committee to Administer the Agreement (JCAA) Report
7. Political Action and Communications Committee (PACC) Report
8. Any Other Business
9. Adjournment

# QUFA Officers

- President - Paul Young (Biology)
- Vice President - Diane Beauchemin (Chemistry)
- Past President – Constance Adamson (Library)
- Secretary - Monika Holzschuh Sator (Lang, Lit, Cultures)
- Treasurer - Kenton Ko (Biology)

# Council's Responsibilities

- Approving policies of the association:
  - Annual budget
  - Collective bargaining principles
  - General grievance principles and procedures
  - Committee terms of reference
  - Membership on QUFA committees
  - Policy on all employee staffing
  - Other reports and policies
- Providing direction to the Executive Committee

# Role of Council Representatives

- *Represent QUFA to your constituents*
  - Circulate information (updated email list)
  - Direct constituents to appropriate resources
  - Outreach to constituents, especially new faculty
  - Identification of potential QUFA volunteers
- *Represent your constituents to QUFA*
  - Communication of individual or collective concerns
  - Confidentiality and anonymity
  - As their representative vs. delegate at Council



# Caveats to Councilors

- The Collective Agreement (CA) is a *joint agreement* between QUFA and Queen's University, it is not just "QUFA's CA." Interpretation of this document involves both parties
- When members call the agreement, "QUFA's CA," please remind them that both the University and QUFA are its authors
- Please do not interpret the CA or QUFA policy; point people to the appropriate resource or expertise
- Confidentiality is guaranteed with a query or concern

## Caveats to Councilors (cont.)

- All queries from preliminary concerns and grievances are confidential
- QUFA staff may consult with each other in some cases to share expertise and experience to assist the member's best interest, but confidentiality still remains within the QUFA office
- All issues are treated anonymously or hypothetically if raised at Council or on behalf of a constituent

# QUFA Communications

- Councilors vote via email to approve motions between meetings (requires consent by majority of Council, not just those who respond)
- Collective Agreement issues & updates via bargaining units' listservs sent via QUFA office
- **QUFA Voices** (electronic newsletter via listserv)
- **Know Your CA** (electronic educational notices via listserv)
- QUFA Forum (QUFA's blog)
- Information **Bulletins**, Bargaining Alerts and Bargaining Updates

# Quick Information

QUFA Folks and Contacts

# QUFA Office: The People

## **At 9 St. Lawrence Avenue:**

Elaine Berman                      613 533-3033  
Administrative Officer

Rhonda Clark-George              613 533-2151  
Administrative Assistant

Susan Fitzgibbon                  613 533-3224  
Member Services Officer

Ramneek Pooni                      613 533-3270  
Member Services Officer

# QUFA Office: The People (cont.)

## **At Mackintosh-Corry A411:**

Phil Goldman

613-533-6241

Grievance Officer

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# Council Resources

- Your 2012-2013 Council Handbook (to be circulated electronically) includes:
  - List of Executive Committee and QUFA Staff
  - List of Councilors
  - Protocol for handling grievances
  - Policy statement on confidentiality (in Appendix to Grievance Committee's Terms of Reference)
  - QUFA's constitution & by-laws
  - QUFA Acronyms and more.....

# Websites

- QUFA's website: [www.qufa.ca](http://www.qufa.ca)
- Collective Agreement 2011-2015 online:

<http://www.queensu.ca/provost/faculty/facultyrelations/qufa/collectiveagreement.html>