

QUFA JCAA Co-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;

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 which 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 (through 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 requires the attention of the incumbent through the entire year because of the nature of JCAA matters which often arise outside of regular academic terms.

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)
- University JCAA Co-Chair
- Faculty Relations Staff

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

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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

- 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 JCAA 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 July 1 and ending June 30

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

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Contact Information When the QUFA 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 a volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.