

**Past President-Job Description
May 2011**

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;
- iv) The Past President shall be a non-elected member of the Executive Committee. The Past President shall be the person whose term as President has just expired, or a former President if the immediate Past President is unable or unwilling to serve on the Executive Committee.

9.5 Duties of the Officers

Shall fulfill the duties of the President in his or her absence, represent the President as needed, chair the Nominations and Elections Committee, serve as a member of the Finance Committee, and perform such duties as are from time to time requested by the Council or the Executive Committee.

8: Council of Representatives

8.1 Composition

There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units.

From Experience

- Meet with the QUFA Staff and QUFA President on a biweekly (first and third week) basis to facilitate communication and planning
- Consult with the President about emerging/ongoing issues on an ongoing basis
- Attend QUFA Executive meetings (first week of the month- September-June)
- Attend QUFA Council of Representatives meetings (third week of the month- September –May)
- Chair the Staff Relations Committee. Annual Performance Reviews in June (2 days). Meetings to respond to special or emerging issues
- In the second year of your term-Chair the Nominations Committee (focused in January-April-most active- but called upon when positions become vacant throughout the rest of the year)
- Serve as a member of the QUFA Constitution Committee and the QUFA Finance Committee
- Attend Board of Trustees Meetings (first week-end in Oct, March and May) as an observer

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

- 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)

Regular duties that are completed every month

Past President-Job Description
May 2011

First week

- Meet with QUFA staff and Vice President-1 hour (before the Executive Meeting)
- Attend QUFA Executive meeting (2 hours) (September-June) and actively participate in the decision making processes

Second week

- Attend CMCA meeting when scheduled (optional)

Third week

- Meet with QUFA Staff and QUFA President before QUFA Council (1 hour)
- Attend QUFA Council Meeting (3:00 for 2 hours) (September-May) and actively participate in the decision making processes

Additional Duties

October

- Regular duties
- Board of Trustees Meeting Observer- (first week-end of October) Friday evening 7-9 and Saturday morning 9-12. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

November

- CAUT Council Meeting- third week-end of the month. It would be helpful to go through the agenda package with the Past President and QUFA Administrative Officer a few weeks before the CAUT Council Meeting to see if there is anything that should be brought to the attention of the QUFA Executive.

December

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9 and Saturday morning 9-12. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.
- Attend the Planning Meeting (including a "dry run" for Fall General Meeting).
- Fall General Meeting in the second or third week of December

March

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9 and Saturday morning 9-12. Prepare a written report (in consultation with President and Vice-President) to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

April

- Regular duties
- CAUT Council Meeting- third week-end of the month. It would be helpful to go through the agenda package with the President and QUFA Administrative Officer a few weeks before the CAUT Council Meeting to see if there is anything that should be brought to the attention of the QUFA Executive.
- Last week-Planning Meeting (including a dry run) for the Spring General Meeting and the Spring General Meeting itself

Past President-Job Description
May 2011

May

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9
Prepare a written report (in consultation with President and Vice-President) to be sent to
QUFA Executive, Council, PACC and QUFA Members when necessary.
- University Council Saturday 8am-5pm.

June

- Regular duties
- Staff Relations Committee meets for annual reviews of QUFA staff (2 days)
- Help the President organize a one day retreat for incoming and outgoing Executive
towards the end of June with QUFA staff

Term of Office: Two years starting July 1 and ending June 30

Release Time: One release stipends (ONE 0.5 courses) is 130 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4.

Contact Information When the QUFA Past President 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.