

**QUFA 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;

9.5 Duties of the Officers (Executive)

President

- Shall supervise and coordinate the activities of the Association and the bargaining units
- Represent the Association and bargaining units, including the Council and the Executive Committee, at Queen's and in the broader community;
- Chair or appoint the chair for meetings of the Association;
- Serve as a member *ex officio* of all Standing and Ad Hoc Committees except the Nominations and Elections Committee;
- Supervise QUFA employees;
- Provide a report to the membership at all general meetings, and Exercise such powers and carry out such functions as are delegated to him or her by the Council and the Executive Committee, or as are necessary for the proper conduct of the presidency

Article 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.

8.7 Meetings

- I) A Council meeting shall be called at least once a month from September to May and at the request of any five members of Council;
- ii) The agenda shall normally be the responsibility of the Chair, in conjunction with the President, but any item requested by a member of Council or a petition of five members of the Association shall be placed on the agenda of the next meeting of Council and shall normally be voted upon at that meeting;

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

- Initiate or respond to new or ongoing external pressures. Either write or supervise writing, approval and dissemination of political/positions communications to members and the public
- oversee the QUFA staff and QUFA committees including:
 - Grievance Committee
 - Joint Committee to Administer the Agreement and subcommittees and working groups on Salary Model and Anomalies) and the Committee to Manage the Collective Agreement (CMCA)
 - Political Action and Communication and subcommittees-including infrastructure and Teaching and Intellectual Property

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- Retirement Working Group
 - Web Site committee
 - Pension Working Group
 - Budget Analysis Committee
 - Constitutional Committee
- 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)

Timelines

Regular Duties that are completed every month

First week

- Meet with QUFA staff and Vice President-1 hour (before the Executive Meeting)
- QUFA Executive meeting- chair- 2 hour meeting

Second week

- Senate questions and other submissions due by noon on Thursday
- Grievance Committee meeting-1:00 for 2 hours
- CMCA meeting when needed
- QUFA Council Meeting- work with the Council Chair and the Administrative Officer to develop an agenda for the Council meeting that is held in the third week of every month September-May. Prepares the Written Report. Council Chair, Secretary and President check the minutes. Agenda package goes out one week before the meeting

Third week

- Meet with QUFA staff and Vice President-1 hour (before the Council Meeting)
- JCAA meeting (early afternoon- 2 hours)
- Council Meeting (3:00 for 2 hours) and Senate (Thursday at 3:30 for 1.5-2 hours).
- Work with Council Chair to prepare a written report from Council for Executive.
- Prepare a written report about Senate to send to Executive, PACC and Council when necessary.

Fourth week

- Work with the Administrative Officer to develop an agenda for the next Executive meeting, check the minutes from the previous meeting and prepare president's written report.

Ongoing

- CAUTlistserv- you will be subscribed to this. You and QUFA staff provide information in response to questions and issues raised and share this information with QUFA Executive, Council and Members when appropriate
- OCUFA Reports. You can share this information with QUFA Executive, Council and Members when appropriate.
- Meet with the Principal once a month

Monthly breakdown

July

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- Transition for incoming and outgoing Executive.
- Prepare a power point presentation for the New Faculty Orientation held in August (existing copies of this presentation are available from the Administrative Officer).

August

- New Faculty Orientation – usually a morning presentation
- Executive Committee Meeting- work with the Administrative Officer to develop an agenda for the September Executive meeting, check the minutes from the previous meeting and prepare a written report. Agenda package goes out one week before the meeting
- Council Meeting- work with the Council Chair and the Administrative Officer to develop an agenda for the September Council meeting, check the minutes and prepare a written report. Agenda package goes out one week before the meeting
- Write President's Column for Voices

September

- Regular duties
- Write President column for Voices and QUFA Voices before it goes to Members

October

- Regular duties
- OCUFA reception for presidents and OCUFA Executive –week-end in October
- Board of Trustees Meeting Observer- (first week-end of October) Friday evening 7-9 and Saturday morning 9-12. Written report to Executive, PACC Council and members when necessary

November

- Regular duties
- Third week- CAUT Council meeting Thursday (8:30 am)- Sunday (12 pm) in Ottawa. You will receive parts of the Agenda Package by mail up to about a week before the meeting. 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. Written report to Executive, PACC Council and members when necessary
- Work with the Administrative Officer to prepare an agenda for the Fall General Meeting (FGM) and prepare a written report for the FGM
- FGM in the second or third week of December

January

- Regular duties
- Write President's column for Voices (and check final version of Voices before it goes out to Members)
- Third week-President's Forum –Canadian Association of University Teachers in Ottawa (Friday-Sunday)

February

- Regular duties

March

- Regular duties

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- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9 and Saturday morning 9-12. Written report to Executive, PACC Council and members when necessary
- OCUFA reception for MPPs (4-6 pm-Toronto)
- Write President's column for Voices (and check final version before it goes out to Members)

April

- Regular duties
- Work with the Administrative Officer to prepare an agenda for the Spring General Meeting (SGM) and prepare a President's Written Report for the SGM
- Third or fourth week-CAUT Council Thursday (8:30 am)- Sun (12 pm)- You will receive parts of the Agenda Package by mail up to about a week before the meeting. 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.
- Last week-Planning Meeting for the SGM and the Spring General Meeting itself

May

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9 Written report to Executive, PACC Council and members when necessary
- University Council Saturday 8am-5pm. Written report to Executive, PACC Council and members when necessary

June

- Regular duties
- Staff Relations Committee meets for job reviews of QUFA staff
- Organize 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: Three release stipend (THREE 0.5 course) is 390 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4. of the Collective Agreement

Contact Information When the QUFA 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.