

Vice 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

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)
- Member of the Staff Relations Committee. Annual Performance Reviews in June (2 days). Several times for special issues
- Member of the Joint Committee to Administer the Agreement (JCAA Committee) and the Committee to Manage the Collective Agreement (observer or Member in the second year as VP)
- In the first 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)
- Chair *ad hoc* Budget Analysis committee (once a month when needed)
- 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
- Attend Political Action and Communication Committee meetings (optional- but highly recommended especially in the second year of your term)
- In the second year of your term-Attend Senate Meetings (third Tuesday of every month at 3:30 September-May) as an observer. Contact Secretariat to obtain guest pass
- Participate in providing information, editing or approving communications to QUFA Members and the public
- Motions that are brought to Executive or Council should include

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- 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

First week

- Meet with QUFA staff and Vice President-1 hour (before the Executive Meeting)
- Attend QUFA Executive meeting (2 hours) (September-June)

Second week

- Attend CMCA meeting when scheduled

Third week

- Meet with QUFA Staff and QUFA President before QUFA Council (1 hour)
- Attend Joint Committee to Administer the Agreement Meeting (early afternoon- 2 hours)
- Attend QUFA Council Meeting (3:00 for 2 hours) (September-May)
- In the second year of your term- Attend Senate (Tues at 3:30-1.5-2 hours September – May). Remember to request visitor status every month from the University Secretariat.

Additional Duties

October

- Regular duties
- Board of Trustees Meeting Observer- (first week-end of October) Friday evening 7-9 and Saturday morning 9-12. Fact check and help edit the written report prepared by the QUFA Past President to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

December

- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9 and Saturday morning 9-12. Fact check and help edit the written report prepared by the QUFA Past 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. Fact check and help edit the written report prepared by the QUFA Past President to be sent to QUFA Executive, Council, PACC and QUFA Members when necessary.

April

- Regular duties
- Last week-Planning Meeting (including a dry run) for the Spring General Meeting and the Spring General Meeting itself

May

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- Regular duties
- Board of Trustees Meeting Observer (first week-end of the month)- Friday evening 7-9
Fact check and help edit the written report prepared by the QUFA Past 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: Two release stipends (TWO 0.5 courses) is 260 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 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.