TERMS OF REFERENCE GUIDE

August 2023

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

COMMITTEE FOR REVIEW OF UNIVERSITY POLICIES – TERMS OF REFERENCE

Role	The Committee for Review of University Policies role is to provide GMUFA's feedback to the University about new policies and revisions to existing policies.
Committee Responsibilities	a) The Committee shall be the primary source of contact for the University in seeking GMUFA's feedback to all University Policies—existing and revised. b) The Committee has the GMUFA mandate to provide feedback to all University Policies. However, the Committee may seek input from the membership and GMUFA Board of Directors when drafting the feedback to the University.
Membership	a) Three Committee Members will be recruited from the GMUFA membership (Chair and 2 members) b) This Committee will be appointed by the Board of Directors for a two (2) year term. c) If a committee member resigns, a new call for Committee Membership will be issued by the GMUFA, and the new member will complete the remainder of the two (2) year term. d) Members should be well acquainted with the University's operations and will primarily be appointed based on competence and relevant experience. e) The Executive Director of GMUFA is an ex-officio member.
Meetings	a) Committee meetings will be scheduled as necessary, but at least **four (4) times per year.** b) Changes to the meeting schedule may take place with the agreement of the Committee.
Decision-Making	a) Decisions by the Committee will require a simple majority. b) The Chair of the Committee and the two Committee members have equal voting rights.

Resources	a) The Committee Chair will prepare the agenda for each meeting and distribute it to all members in advance of the scheduled meetings. b) The GMUFA office will retain all correspondence providing policy feedback to the University. c) Committee for Review of University Policies appointments are not remunerated except in adherence to the *GMUFA Release and Honoraria Policy.* d) Pre-approved expenses will be reimbursed according to the *GMUFA Finance Policy and Procedures.*
Reporting	a) The Chair of the Committee will report policy feedback to the GMUFA Board of Directors at the GMUFA Board Meetings.

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DEPARTMENTS STEWARDS' COUNCIL (DSC) – Terms of Reference

Role	The Department Stewards' Council is a liaison council of the Grant MacEwan University Faculty Association (GMUFA).
	The Council's mandate is to work as a liaison between the department/academic units and the GMUFA Board of Directors.
	Providing services directly to members is not within the mandate of the Department Stewards' Council. As member services are the sole responsibility of the GMUFA, Department Stewards will refer any member service issue to the GMUFA staff.
Committee Responsibilities	a) Identifying emerging issues and/or possible contract violations and reporting them to the GMUFA staff or President. b) Collecting and reporting information on faculty concerns at the department level. c) Communicating information on GMUFA activities to individual departments/units upon direction from the GMUFA Board of Directors. d) Sharing departmental/academic unit experiences, strategies, and concerns with each other through the Department Stewards' Council meeting or Teams Chat. e) Acting as a representative to enhance faculty engagement with the GMUFA. f) Providing regular updates about the department/academic unit g) Participating in Department Stewards' Council meetings. h) Participating in annual training on GMUFA policies, activities, issues, and the collective agreement. i) Signing the *GMUFA Code of Conduct* and abiding by it. j) Participating on the GMUFA Department Stewards' Team chat. k) Providing feedback on the *GMUFA Department Stewards' Council Terms of Reference* as requested.

Membership	a) Only GMUFA members may be appointed as Department Stewards. b) Each department/academic unit will have one (1) Department Steward. c) GMUFA will send out a call for volunteers for vacant Department Steward positions. d) **Department Stewards will be appointed by the Executive Committee for a two (2) year term and may be reappointed for subsequent terms. Terms will run from AGM to AGM; however, mid-term vacancies will end at the AGM.** e) If there are multiple members interested from one department/academic unit, the GMUFA Executive Committee will interview the interested members and appoint one Steward at their discretion. f) In the event a Department Steward wishes to resign from the position prior to the end of the term, the Steward shall notify the GMUFA President in writing.
Meetings	a) The GMUFA President will chair the Department Stewards' Council meetings. b) GMUFA Board members will join as ex-officio members. c) GMUFA staff will join as resource persons. d) Upon written request, the Chair may allow additional persons to attend Department Stewards' Council meetings as a guest. e) The Department Stewards' Council will meet at least twice a year, preferably once each in the fall and winter terms. f) A steward may request the Chair hold an additional meeting by requesting in writing the meeting with reasons for the meeting. The decision to hold an additional meeting will be at the discretion of the Chair after consultation with the GMUFA Executive Committee.
Resources	a) The Chair will prepare the agenda for each meeting in consultation with the GMUFA Executive Committee and distribute to all members at least **seven (7) days** in advance of regularly scheduled meetings. b) The Chair will ensure meeting minutes and supporting materials are also distributed. c) Stewards can request that the Chair add items into the agenda with written notification to the Chair prior to the meeting. d) DSC appointments are not remunerated. Pre-approved expenses will be reimbursed according to the *GMUFA Finance Policy and Procedures.*

Reporting	a) Report to the GMUFA Board of Directors, any member concerns or comments on GMUFA activities. b) Report to the GMUFA Board of Directors on faculty issues from within the department/academic unit they represent.

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JOB ACTION COMMITTEE (JAC) – Terms of Reference

Role	The Job Action Committee's role is to ensure the Faculty Association is prepared for Job Action.
Committee Responsibilities	a) The JAC will plan and execute job action, including but not limited to, demonstrations, gatherings, and picket line logistics. b) The JAC will organize non-strike information pickets for the GMUFA as well as government rallies, and other union demonstrations, for example. c) JAC will coordinate, collaborate, and engage with internal stakeholders, as necessary. For e.g., Board of Directors, Membership Engagement Committee (MEC), FANC d) JAC will coordinate, collaborate, and engage with external stakeholders, as necessary. For e.g., Confederation of Alberta Faculty Association, Canadian Association of University Teachers (CAUT), other Faculty Associations.
Membership	a) As each round of bargaining is anticipated, a JAC will be convened at the same time as the Faculty Association Negotiations Committee (FANC) is convened. b) **The Chair of the JAC will be a member of the GMUFA Board of Directors and appointed by the Board of Directors.** c) JAC will preferably consist of one member from each School / Faculty but may recruit additional members as needed. d) One GMUFA staff member will be a non-voting JAC member who is not a member of FANC. e) JAC's committee members' names will not be made public but will be shared with the GMUFA membership. f) All JAC members and the GMUFA will keep JAC's activities confidential.
Meetings	a) JAC will meet bi-weekly or as otherwise scheduled.
Decision-Making	a) JAC will be directed by the GMUFA Board of Directors.

Resources	a) JAC positions are not remunerated except in adherence to the GMUFA Release and Honoraria Policy.
	b) Pre-approved expenses will be reimbursed according to the *GMUFA Finance Policy and Procedures.*
	c) JAC will have a budget managed by the GMUFA Secretary-Treasurer and the Executive Director.
Reporting	a) JAC will report regularly to the GMUFA Board of Directors.
	b) JAC will keep a record of their activities and plans.

MEMBERSHIP ENGAGEMENT COMMITTEE (MEC) – Terms of Reference

Role	The Membership Engagement Committee's role is to connect members to the GMUFA by designing and hosting activities that provide a social venue for participation in GMUFA business.
Committee Responsibilities	a) The MEC will coordinate with the GMUFA Board of Directors and other GMUFA committees to design activities that engage members through education workshops, social engagements, or training sessions. b) MEC will plan and host activities.
Membership	a) MEC will be populated by GMUFA members and **one (1)** staff member. b) MEC Chair and members will be appointed by the GMUFA Board of Directors. c) Members will have a **one-year (1)** term beginning at the AGM.
Meetings	a) MEC will meet monthly or as otherwise scheduled.
Decision-Making	a) MEC will make decisions by consensus.
Resources	a) MEC positions are not remunerated except in adherence to the *GMUFA Release and Honoraria Policy.* b) Pre-approved expenses will be reimbursed according to the *GMUFA Finance Policy and Procedures.* c) MEC will have a budget managed by the Executive Director.
Reporting	a) MEC will report regularly to the GMUFA Board of Directors b) MEC will maintain a record of their activities and plans.