

## **Expectation Reference Guide for ULFA Representatives**

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### **2 PURPOSE**

The purpose of this guide is to act as a subsequent document to the ULFA Bylaws to assist ULFA’s Representatives in determining what is expected of them from both the ULFA Executive Committee and the ULFA membership.

Please consult the ULFA Bylaws, paying close attention to Article 10 and Appendix A, before consulting this document. ULFA’s Bylaws can be found by following this link:

<http://ulfa.ca/images/Final%20ULFA%20Bylaws%20Revised%20April%2016%202014.pdf>

### Handbooks Committee – Committee Member

Handbooks Committee members have a variety of responsibilities all derived from the committee members' knowledge and understanding of both the Faculty Handbook and the Sessional Lecturer Handbook. Prospective committee members should possess or be interested in acquiring this knowledge. From this knowledge base committee members may be asked to:

- a. Advise and/or serve on the negotiating team,
- b. Evaluate and advise with regard to recent negotiations,
- c. Research collective agreements and related negotiations on other campuses,
- d. Research and advise on matters related to the Handbooks as requested by the Executive Committee,
- e. Make available to the Executive Committee materials acquired in the process of research, and
- f. Mentor other interested ULFA Members.

Time commitments for this committee range depending on the duties the committee members undertake, but often range from 10 to 15 hours a month. The committee often meets weekly when preparing and engaging in negotiations and biweekly during non-negotiation periods. Meetings are scheduled taking into account the schedules of all committee members.

### Handbooks Committee – Chair

Tasked with providing leadership and guidance to the Handbooks Committee, the Chair is the pivotal role within the committee. In addition to possessing knowledge and understanding of both the Faculty Handbook and the Sessional Lecturer Handbook, it is recommended that a Chair have an understanding of how the Handbooks Committee has operated in the past. Prospective Chairs should possess or be interested in acquiring this knowledge. The Chair holds a variety of responsibilities, with the ability to delegate to committee members as needed. The Chair is expected to:

- a. Advise and/or be willing to serve on the negotiating team,
- b. Participate on the negotiating team as Chief Negotiator,
- c. Evaluate and advise with regard to recent negotiations,
- d. Research collective agreements and related negotiations on other campuses,
- e. Research and advise on matters related to the Handbooks as requested by the Executive Committee,
- f. Make available to the Executive Committee materials acquired in the process of research,
- g. Mentor other interested ULFA Members,
- h. Provide a report at ULFA general meetings regarding the proceedings of the committee, and
- i. Provide five (5) written updates, over the course of the year, to the membership in the bimonthly ULFA Newsletter.

The Chair of the Handbooks Committee will also serve on the Executive Committee. Responsibilities on the Executive Committee will vary depending on delegation from the President, but standard duties will include:

- a. Reporting to the Executive on the activities of the Handbooks Committee,
- b. Reporting to the Executive on the developments during negotiations, and
- c. Seeking and following direction from Executive Committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 20 to 25 hours a month. As a voting member of the Executive Committee the Chair of the Handbooks Committee is eligible to apply for a course relief. The Handbook Committee often meets weekly when preparing and engaging in negotiations and biweekly during non-negotiation periods. The Executive Committee often meets biweekly, but may meet weekly if issues arise. Meetings are scheduled taking into account the schedules of all committee members.

### Economic Benefits Committee – Committee Member

Economic Benefits Committee members have a variety of responsibilities all derived from the committee members' knowledge and understanding of the financial situation at the University of Lethbridge, and of the Provincial Government. Prospective committee members should possess or be interested in acquiring this knowledge. From this knowledge base committee members may be asked to:

- a. Advise and/or serve on the negotiating team,
- b. Evaluate and advise with regard to recent negotiations,
- c. Research economic benefits settlements and related negotiations on other campuses and elsewhere,
- d. Research and advise on matters related to economic benefits as requested by the Executive Committee,
- e. Make available to the Executive Committee materials acquired in the process of research, and
- f. Mentor other interested ULFA Members.

Time commitments for this committee range depending on the duties the committee members undertake, but often range from 10 to 15 hours a month. The committee often meets weekly when preparing and engaging in negotiations and biweekly during non-negotiation periods. Meetings are scheduled taking into account the schedules of all committee members.

### Economic Benefits Committee – Chair

Tasked with providing leadership and guidance to the Economic Benefits Committee, the Chair is the pivotal role within the committee. In addition to possessing knowledge and understanding of the financial situation of the University of Lethbridge and the Provincial Government, it is recommended that a Chair have an understanding of how the Economic Benefits Committee has operated in the past. Prospective Chairs should possess or be interested in acquiring this knowledge. The Chair holds a variety of responsibilities, with the ability to delegate to committee members as needed. The Chair is expected to:

- a. Advise and/or be willing to serve on the negotiating team,
- b. Participate on the negotiating team as Chief Negotiator,
- c. Evaluate and advise with regard to recent negotiations,
- d. Research economic benefits settlements and related negotiations on other campuses and elsewhere,
- e. Research and advise on matter related to economic benefits as requested by the Executive Committee,
- f. Make available to the Executive Committee materials acquired in the process of research,
- g. Mentor other interested ULFA Members,
- h. Provide a report at ULFA general meetings regarding the proceedings of the committee, and
- i. Provide five (5) written updates, over the course of the year, to the membership in the bimonthly ULFA Newsletter.

The Chair of the Economic Benefits Committee will also serve on the Executive Committee. Responsibilities on the Executive Committee will vary depending on delegation from the President, but standard duties will include:

- a. Reporting to the Executive on the activities of the Economic Benefits Committee,
- b. Reporting to the Executive on the developments during negotiations, and
- c. Seeking and following direction from Executive Committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 20 to 25 hours a month. As a voting member of the Executive Committee the Chair of the Economics Benefits Committee is eligible to apply for a course relief. The Economic Benefits Committee often meets weekly when preparing and engaging in negotiations and biweekly during non-negotiation periods. The Executive Committee often meets biweekly, but may meet weekly if issues arise. Meetings are scheduled taking into account the schedules of all committee members.

## Grievance Committee – Committee Member

Grievance Committee members have a variety of responsibilities all derived from the committee members' knowledge and understanding of both the Faculty Handbook and the Sessional Lecturer Handbook and well as their ability to interpret complaints within the confines of the collective agreements. Prospective committee members should possess or be interested in acquiring this knowledge. From this knowledge base committee members may be asked to:

- a. Advise and/or participate in grievance proceedings,
- b. Evaluate and advise with regard to recent grievance proceedings,
- c. Research grievance proceedings and collective agreements on other campuses,
- d. Research and advise on grievance matters as required by the Executive Committee,
- e. Make available to the Executive materials acquired in the process of research, and
- f. Mentor other interested ULFA members.

Time commitments for this committee range depending on the duties the committee members undertake, but often range from 10 to 15 hours a month. The committee meets only when potential grievances need to be discussed. Meetings are scheduled taking into account the schedules of all committee members.

## Grievance Committee – Chair

Tasked with providing leadership and guidance to the Grievance Committee, the Chair is the pivotal role within the committee. In addition to possessing knowledge and understanding of both the Faculty Handbook and the Sessional Lecturer Handbook, it is recommended that a Chair have an understanding of how the Grievance Committee has operated in the past. Prospective Chairs should possess or be interested in acquiring this knowledge. The Chair holds a variety of responsibilities, with the ability to delegate to committee members as needed. The Chair is expected to:

- a. Advise and be willing to participate in grievance proceedings,
- b. Evaluate and advise with regard to recent grievance proceedings,
- c. Research grievance proceedings and negotiations on other campuses,
- d. Research and advise on grievance matters as required by the Executive Committee,
- e. Make available to the Executive materials acquired in the process of research,
- f. Mentor other interested ULFA members,
- g. Participate, as needed, in legal proceedings,
- h. Provide a report at ULFA general meetings regarding the proceedings of the committee, and
- i. Provide five (5) written updates, over the course of the year, to the membership in the bimonthly ULFA Newsletter.

The Chair of the Grievance Committee will also serve on the Executive Committee. Responsibilities on the Executive Committee will vary depending on delegation from the President, but standard duties will include:

- a. Reporting to the Executive on the activities of the Grievance Committee,
- b. Reporting to the Executive on the developments of any active grievances, and
- c. Seeking and following direction from Executive Committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 20 to 25 hours a month. As a voting member of the Executive Committee the Chair of the Grievance Committee is eligible to apply for a course relief. The Grievance Committee meets only when potential grievances need to be discussed. The Executive Committee often meets biweekly, but may meet weekly if issues arise. Meetings are scheduled taking into account the schedules of all committee members.

### Gender, Equity and Diversity Caucus (Committee) – Committee Member

Gender, Equity and Diversity Caucus (Committee) members have a variety of responsibilities all derived from the caucus members' duty to uphold Article 10.1.4 of the ULFA Bylaws:

There shall be no discrimination with respect to any member on the basis of age, colour, disability, ethnicity, gender, marital status, national origin, philosophical, political or religious affiliation or belief, race, or sexual orientation.

From this Article caucus members may be asked to:

- a. Evaluate and advise the disparities of equity and diversity and make recommendations for improvement,
- b. Research disparities and improvements of equity and diversity on other campuses,
- c. Advocate for the improvement of identified disparities of equity and diversity,
- d. Research and advise on equity and diversity as required by the Executive Committee,
- e. Make available to the Executive materials acquired in the process of research, and
- f. Mentor other interested ULFA members.

Time commitments for this caucus range depending on the duties the caucus members undertake, but often range from 10 to 15 hours a month. The caucus meets once a month. Meetings are scheduled taking into account the schedules of all caucus members.

### Gender, Equity and Diversity Caucus (Committee) – Chair

Tasked with providing leadership and guidance to the Gender, Equity and Diversity Caucus (Committee), the Chair is the pivotal role within the caucus. In addition to possessing knowledge and understanding of topics of equity and diversity, it is recommended that a Chair have an understanding of how the Gender, Equity and Diversity Caucus have operated in the past. Prospective Chairs should possess or be interested in acquiring this knowledge. The Chair holds a variety of responsibilities, with the ability to delegate to caucus members as needed. The Chair is expected to:

- a. Evaluate and advise with regard to disparities and improvements of equity and diversity,
- b. Research disparities and improvements of equity and diversity on other campuses,
- c. Advocate for the improvement of identified disparities of equity and diversity,
- d. Research and advise on equity and diversity as required by the Executive Committee,
- e. Make available to the Executive materials acquired in the process of research,
- f. Mentor other interested ULFA members,
- g. Provide a report at ULFA general meetings regarding the proceedings of the committee, and
- h. Provide five (5) written updates, over the course of the year, to the membership in the bimonthly ULFA Newsletter.

Should the amendments to ULFA's Bylaws be accepted by the membership at the 2015 annual general meeting then the Chair of the Gender, Equity and Diversity Committee would also serve on the Executive Committee. Responsibilities on the Executive Committee will vary depending on delegation from the President, but standard duties will include:

- a. Reporting to the Executive on the activities of the Gender, Equity and Diversity Committee,
- b. Reporting to the Executive on the developments of any active regarding equity and diversity, and
- c. Seeking and following direction from Executive Committee.

Time commitments for this position ranges depending on the duties the committee member undertakes, but often range from 20 to 25 hours a month. As a voting member of the Executive Committee the Chair of the Gender, Equity and Diversity Committee is eligible to apply for a course relief. The Gender, Equity and Diversity Committee meets once a month. The Executive Committee often meets biweekly, but may meet weekly if issues arise. Meetings are scheduled taking into account the schedules of all committee members.



### ULFA's Board Representative

Tasked with providing a linkage between the Board of Governors and ULFA the Board Representative is an important component to the bicameral governance model used at University of Lethbridge. In addition to possessing knowledge and understanding of the Faculty and Sessional Lecturer Handbooks, it is helpful that the Board Representative have an understanding of how the Association and the Board conduct their business. The Board Representative holds a variety of responsibilities, with the ability to take on more as a member of the Executive Committee and a member of the Board of Governors. ULFA's Board Representative is expected to:

- a. Report to the Executive Committee regarding all open sessions of the Board of Governors,
- b. Report to the Board of Governors regarding all open sessions of the Executive Committee,
- c. Ensure that the Faculty and Sessional Lecturer Handbooks are fairly represented and upheld at Board of Governor meetings, and
- d. Ensure that the standpoint of the Association is fairly represented.

Time commitments for this position ranges depending on the duties the Board Representative undertakes as a member of the Board of Governors, but often range from 20 to 25 hours a month. As a non-voting member of the Executive Committee the Board Representative is eligible to apply for a course relief. The Board of Governors meets once a month. The Executive Committee often meets biweekly, but may meet weekly if issues arise. Meetings are scheduled taking into account the schedules of all committee members. This position is outlined in ULFA's bylaws as well as the Faculty Handbook (Schedule H) and policies of the Board of Governors.

### Secretary/Treasurer

Tasked with overseeing the financial stability of the Association the Secretary/Treasurer serves as an integral part of the Executive Committee. In addition to possessing numerical proficiency, it is asset if the Secretary/Treasurer has an understanding of finance. The Secretary/Treasurer holds a variety of responsibilities, and works along side the Association's Executive Officer. The Secretary/Treasurer is expected to:

- a. Maintain an accurate record of the financial accounts of the Association,
- b. Ensure that the financial accounts of the Association are in order,
- c. Prepare and present an annual budget for the Association,
- d. Mentor other interested ULFA members,
- e. Perform other duties delegated to him/her by the Executive Committee,
- f. Provide regular updated to the Executive Committee regarding the standing of ULFA's finances, and
- g. Upon the request of the Executive Committee, provide a report at ULFA general meetings regarding the standing of ULFA's finances.

Time commitments for this position range depending on the duties the Executive Committee delegates, but often range from 10 to 15 hours a month. As a voting member of the Executive Committee the Secretary/Treasurer is eligible to apply for a course relief. The Executive Committee often meets biweekly, but may meet weekly if issues arise. In addition, the Secretary/Treasurer attention maybe required to authorize payments on behalf of the Association. Meetings are scheduled taking into account the schedules of all committee members.

### Nominating Committee – Committee Member

Nominating Committee members have a variety of responsibilities all derived from Article 10.4 of the ULFA Bylaws. From this knowledge base committee members may be asked to:

- a. Determine what vacancies will occur as of June 30,
- b. Find willing and suitable volunteers to let their name stand for election,
- c. Recommend to the Executive Committee the names of nominees who are willing to let their name stand for election, and
- d. Recommend to the membership at the annual general meeting the names of nominees who are willing to let their name stand for election.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a month. The committee only meets in the Spring-semester. Meetings are scheduled taking into account the schedules of all committee members.

### Study Leave Relocation Committee – Committee Member

Study Leave Relocation Committee members have a variety of responsibilities all derived from the Study Leave Relocation Application, found on the ULFA website: <http://ulfa.ca/study-leave>. From this knowledge base committee members may be asked to:

- a. Review and access Study Leave Relocation Applications submitted to ULFA each year to determine if the application qualifies for funding,
- b. Review and access the Study Leave Relocation Application to determine if changes are needed,
- c. Supply the Executive Committee with the applications that have been approved by the committee, and
- d. Recommend necessary changes to the application or to the process to the Executive Committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a year. The committee often only meets once during the Spring semester. Meetings are scheduled taking into account the schedules of all committee members.

### GFC Travel Committee – ULFA Representative

ULFA's Representative on the Travel Committee represents the interests of the Association while upholding both the Faculty Handbook and the Sessional Lecturer Handbook. While serving on the committee, ULFA's Representative cannot represent another constituency on the same committee. In addition to fulfilling the duties detailed by the GFC committee, found by following the link below, the ULFA Representative is expected to:

- a. Research and advise on how the committee can comply with the Faculty Handbook and the Sessional Lecturer Handbook,
- b. Make available to the Executive materials acquired in the process of research,
- c. Mentor other interested ULFA members,
- d. Upon the request of the Executive Committee, provide a report at ULFA annual general meetings regarding the proceedings of the committee, and
- e. Provide a report to the Executive Committee twice annually regarding the proceedings of the committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a month. University Secretariat (Governance) Staff will determine the frequency and length of committee meetings.

<http://www.uleth.ca/governance/general-faculties-council/travel-committee>

### GFC Academic Quality Assurance Committee – ULFA Representative

ULFA's Representative on the Academic Quality Assurance Committee represents the interests of the Association while upholding both the Faculty Handbook and the Sessional Lecturer Handbook. While serving on the committee, ULFA's Representative cannot represent another constituency on the same committee. In addition to fulfilling the duties detailed by the GFC committee, found by following the link below, the ULFA Representative is expected to:

- a. Research and advise on how the committee can comply with the Faculty Handbook and the Sessional Lecturer Handbook,
- b. Make available to the Executive materials acquired in the process of research,
- c. Mentor other interested ULFA members,
- d. Upon the request of the Executive Committee, provide a report at ULFA annual general meetings regarding the proceedings of the committee, and
- e. Provide a report to the Executive Committee twice annually regarding the proceedings of the committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a month. University Secretariat (Governance) Staff will determine the frequency and length of committee meetings.

<http://www.uleth.ca/governance/general-faculties-council/academic-quality-assurance-committee>

### Faculty Handbook STP Committee – ULFA Representative

ULFA's Representative on the Faculty Handbook STP Committee (also known as the GFC – *Ad Hoc* Committee of Faculty Handbook Appeals) represents the interests of the association while upholding the Faculty Handbook. While serving on the committee, ULFA's Representative cannot represent another constituency on the same committee. In addition to fulfilling the duties detailed by the GFC committee, found by following the link below, the ULFA Representative is expected to:

- a. Research and advise on how the committee can comply with the Faculty Handbook,
- b. Research and advise on how the committee can comply with the Sessional Lecturer Handbook, when applicable,
- c. Make available to the Executive materials acquired in the process of research,
- d. Mentor other interested ULFA members,
- e. Upon the request of the Executive Committee, provide a report at ULFA annual general meetings regarding the proceedings of the committee, and
- f. Provide a report to the Executive Committee twice annually regarding the proceedings of the committee.

Time commitments for this position vary because the committee is only active if Faculty Handbook appeals occur. University Secretariat (Governance) Staff will determine the frequency and length of committee meetings.

<http://www.uleth.ca/governance/gfc-ad-hoc-committees>

### Faculty Handbook STP Committee – ULFA Alternate

ULFA's Alternate on the Faculty Handbook STP Committee (also known as the GFC – *Ad Hoc* Committee of Faculty Handbook Appeals) shall become available to serve as ULFA's Representative on the Faculty Handbook STP Committee in the event that ULFA's current Representative to the committee is unable to serve. In the event that ULFA's Alternate is activated, their duties shall be that of the ULFA's Representative on the Faculty Handbook STP Committee, listed above.



### Daycare Advisory Committee – ULFA Representative

ULFA's Representatives on the Daycare Advisory Committee represents the interests of the association while upholding the Faculty Handbook and the Sessional Lecturer Handbook. While serving on the committee, ULFA's Representative cannot represent another constituency on the same committee. In addition to fulfilling the standard committee duties, ULFA Representatives are expected to:

- a. Research and advise on how committee can comply with the Faculty Handbook and the Sessional Lecturer Handbook,
- b. Make available to the Executive materials acquired in the process of research,
- c. Mentor other interested ULFA members,
- d. Upon the request of the Executive Committee, provide a report at ULFA annual general meetings regarding the proceedings of the committee, and
- e. Provide a report to the Executive Committee twice annually regarding the proceedings of the committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a month.

### Joint Work Site Health & Safety Committee – ULFA Representative

ULFA's Representative on the Joint Work Site Health & Safety Committee represents the interests of the association while upholding both the Faculty Handbook and the Sessional Lecturer Handbook. While serving on the committee, ULFA's Representative cannot represent another constituency on the same committee. In addition to fulfilling the duties detailed by the GFC committee, found by following the link below, the ULFA Representative is expected to:

- a. Research and advise on how committee can comply with the Faculty Handbook and the Sessional Lecturer Handbook,
- b. Make available to the Executive materials acquired in the process of research,
- c. Mentor other interested ULFA members,
- d. Upon the request of the Executive Committee, provide a report at ULFA annual general meetings regarding the proceedings of the committee, and
- e. Provide a report to the Executive Committee twice annually regarding the proceedings of the committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a month. Risk & Safety Services staff will determine the frequency and length of committee meetings. <http://www.uleth.ca/risk-and-safety-services/joint-worksites-health-and-safety-committee>

### GFC Appointment Committees – ULFA Representative(s)

Occasionally, the General Faculty Council assemble appointment committees to find folks to fill roles within the University. ULFA's Representatives on these committees represent the interests of the Association while upholding both the Faculty Handbook and the Sessional Lecturer Handbook. While serving on these committees, ULFA's Representatives cannot represent another constituency on the same committee. In addition to fulfilling the duties detailed by the GFC committee, the ULFA Representatives are expected to:

- a. Research and advise on how committee can comply with the Faculty Handbook and the Sessional Lecturer Handbook,
- b. Make available to the Executive materials acquired in the process of research, and
- c. Provide a report to the Executive Committee once the process has been completed regarding the proceedings of the committee.

Time commitments for this position range depending on the duties the committee member undertakes, but often range from 5 to 10 hours a month.