

TERMS OF REFERENCE – VIUFA EXECUTIVE

1. PRESIDENT

Duties

The President shall:

- a) preside at meetings of the Association, the Officers and the Executive;
- b) be an ex-officio member of all Association Committees;
- c) have the deciding vote in the event of a tie at any meeting;
- d) represent the Association at the regular meetings of the Vancouver Island University Board;
- e) represent the Association at the regular meetings of the Presidents' Council of FPSE; and
- f) schedule a meeting of the Association Executive at least once per calendar month between August 1 and May 31.

Functions

- Uphold the terms of the Collective Agreement on behalf of the membership;
- Oversee the work of VIUFA and its Executive;
- Preside over and organize the meetings of the general membership and the Executive;
- Manage the VIUFA office, including supervision of VIUFA's employees;
- Act as a confidential advisor and counsellor to all VIUFA members on all campuses;
- Be VIUFA's representative to external organizations that promote the interests of academic workers (e.g. FPSE and CAUT);
- Be VIUFA's representative in relation to VIU's internal governing bodies;
- Be VIUFA's representative with respect to VIU's official social functions;
- Report at Executive meetings and the Annual General Meeting;
- Be a signing officer in relation to VIUFA's operations; and
- Attend Table Officers' meetings.

4 Sections of Release (2 by VIUFA)

2. VICE-PRESIDENT

Duties

The Vice-President shall:

- a) assist the President in all matters;
- b) during the absence of the President, assume all duties of the President; and
- c) develop and maintain external and internal communication for the Association, including managing the VIUFA website and generating bulletins, briefs and newsletters in both traditional and social media systems.

Functions

- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive;
- Report at Executive meetings and the Annual General Meeting;
- Be a signing officer in relation to VIUFA's operations; and
- Attend Table Officers' meetings.

1 Section of Release

3. SECRETARY-TREASURER

Duties

The Secretary-Treasurer shall:

- a) ensure minutes are kept of the proceedings of both General and Special Meetings of the Association and the Executive;
- b) ensure that notices and agendas of meetings of the Association are sent out;
- c) answer all correspondence as directed by the President or Executive;
- d) ensure that a Register of members is kept;
- e) ensure that all money paid to the Association is received and deposited in such bank or banks as the Executive shall direct;
- f) ensure that all bills authorized by the Executive are paid;
- g) give his or her financial report to the Annual Meeting;
- h) ensure that all financial records and books of the Association are kept; and
- i) ensure that all other Association records and books are kept.

Functions

- Act as the Chief Financial Officer for VIUFA;
- Manage VIUFA investments at the direction of the Executive;
- Oversee the creation of and reports on, the financial statements for Executive and membership meetings;
- Prepare an annual draft budget and present it to the membership at a winter general meeting;
- Ensure the integrity, security and availability of all association records (written and electronic);
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive;
- Report at Executive meetings and the Annual General Meeting;
- Be a signing officer in relation to VIUFA's operations; and
- Attend Table Officers' meetings.

2 Sections of Release

4. A) CHAIR – CONTRACT NEGOTIATING COMMITTEE

Duties

The Chair of the Contract Negotiating Committee shall:

- a) chair meetings of the Contract Negotiating Committee;
- b) attend meetings of the appropriate FPSE Committee;
- c) represent the VIUFA in other venues as directed by the VIUFA Membership;
- d) chair the Bargaining Committee if one has been appointed by the Executive; and
- e) report on the activities of the committee(s) to the Executive and to general meetings as required.

Functions

- Report back to the VIUFA Executive and members (as required) about the activities and decisions of the FPSE Bargaining Coordination Committee;
- Represent the VIUFA in other venues and VIU committees as directed by the VIUFA Executive;
- Attend and report at Labour/Management meetings;
- Work with the VIUFA Labour Relations Advisor and Chief Personnel Steward on issues and cases related to Contract interpretation and enforcement;
- Draft Contract language, Letters of Understanding, Letters of Agreement, Practice Letters and hiring protocol;
- Educate VIUFA members about the Collective Agreement, particularly with reference to hiring practices;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive;
- Report at Executive meetings and the Annual General Meeting;
- Be a signing officer in relation to VIUFA's operations; and
- Attend Table Officers' meetings.

2 Sections of Release (4 sections in a bargaining year)

4. B) ASSOCIATE BARGAINER (when necessary and approved by members)

The Associate Bargainer position is not a permanent position. It will normally be held during a year of formal collective bargaining and for one year only. The position will ordinarily be held by a VIUFA member interested in learning about the duties and responsibilities of the Chair of Contract Negotiations, and who is considering chairing the Bargaining Committee in future rounds of collective bargaining. The decision as to whether an Associate Bargainer position will be offered will be made by the VIUFA Executive.

Functions

- Voting member of the VIUFA Executive;
- Sit on the Contract Negotiating Committee;
- Sit on the Bargaining Committee;
- Assist the Chair of Contract Negotiations where appropriate;
- Attend meetings and sit on committees as directed by the Chair of Contract Negotiations; and
- Become familiar with the Collective Agreement provisions.

1 Section of Release

5. CHIEF PERSONNEL STEWARD

Duties

The Chief Personnel Steward shall:

- a) chair the Committee of Personnel Stewards;
- b) ensure all issues related to contract interpretation are dealt with in a timely manner;
- c) attend meetings of the appropriate FPSE Committee; and
- d) report on the activities of the committee to the Executive and to general meetings as required.

Functions

- Work closely with the Labour Relations Advisor to receive inquiries and concerns from members, investigate and, if warranted, take those concerns through the informal and formal grievance processes as specified in the Collective Agreement;
- Interpret and enforce the Collective Agreement, Letters of Agreement and Letters of Understanding;
- Provide advice to members regarding their rights under the Collective Agreement;
- Supervise and provide training for Faculty/Area Stewards;
- Work closely with members of the Executive Committee and consult as required;
- Attend meetings with members at either the request of the member or the employer regarding discipline and/or other issues that involve their work or contractual obligations;
- Be available for consultation with Senior Administrators, Faculty Deans, Department Chairs and Human Resources Advisors on matters related to the Collective Agreement;
- Approve routine and non-routine variations to the Collective Agreement;
- Sign off on Letters of Agreement and Letters of Understanding;
- Identify emerging labour relations issues that need to be addressed;
- Identify Articles of the Collective Agreement that require work at the bargaining table;
- Consult FPSE staff representative on arbitrations and as required;
- Attend and report at Labour/Management meetings;
- Attend the FPSE Contract Administration Review Committee meetings and the FPSE Annual General Meeting;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive;
- Report at Executive meetings and the Annual General Meeting;
- Be a signing officer in relation to VIUFA's operations; and
- Attend Table Officers' meetings.

4 Sections of Release

6. CHAIR – PROFESSIONAL & SCHOLARLY DEVELOPMENT COMMITTEE

Duties

- a) chair meetings of their committee;
- b) attend meetings of their FPSE committee; and
- c) report on the activities of their committee to the Executive and to general meetings as required.

Functions

- Endeavour to form a committee with a minimum of 3 VIUFA members (including the Chair), and meet at least twice annually;
- Accept and organize grant submissions, and later inform recipients of approval or decline;
- Chair a committee meeting twice a year for grant submissions and approval;
- Attend FPSE's Professional & Scholarly Development Standing Committee Fall meeting;
- Attend FPSE's Annual Spring Conference (and possibly sit on subcommittee for current issues being examined and reviewed);
- Monitor budget for grants throughout the year;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release

7. CHAIR – HUMAN RIGHTS & INTERNATIONAL SOLIDARITY COMMITTEE

Duties

- a) chair meetings of their committee;
- b) attend meetings of their FPSE committee; and
- c) report on the activities of their committee to the Executive and to general meetings as required.

Functions

- Endeavour to form a committee with a minimum of 3 VIUFA members (including the Chair), and meet at least twice annually;
- Promote the BC *Human Rights Codes* and the Federal *Human Rights Act*;
- Monitor the Vancouver Island University Human Rights & Harassment Policies and Procedures;
- Identify and publicize local and international human rights and solidarity issues, including those related to environmental justice;
- Engage with VIU and regional campus communities in initiatives and events that promote diversity, protect equality, prevent discrimination, and educate on topics of social/global justice and peace;
- Liaise with campus groups and community organizations to support issues of mutual interest, and cooperate in the preservation and enhancement of fundamental human rights on our campus, in our communities and internationally;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

1 Section of Release

8. CHAIR – STATUS OF WOMEN COMMITTEE

Duties

- a) chair meetings of their committee;
- b) attend meetings of their FPSE committee; and
- c) report on the activities of their committee to the Executive and to general meetings as required.

Functions

- Endeavour to form a committee with a minimum of 3 VIUFA members (including the Chair), and meet at least twice annually;
- Work cooperatively, as appropriate and feasible, with university and student bodies and local organizations involved in activities that aim to raise awareness of women's issues and improve the quality of life of all women;
- Organize and support events and activities that raise awareness of and address women's issues (examples: Sisters in Spirit, December 6th vigil, International Women's Day, etc.);
- Remain cognizant of government policies and VIU and VIUFA policies that affect women;
- Work cooperatively with other FPSE Status of Women Committees;
- Communicate information about campus or community events that deal with women's issues;
- Attend appropriate university and community meetings, for example Nanaimo Women's Action Committee, VIU's Sexual Conduct Education and Response Steering Committee.
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

1 Section of Release

9. CHAIR – UNIVERSITY BUDGET ANALYSIS COMMITTEE

Duties

- a) chair meetings of their committee; and
- b) report on the activities of their committee to the Executive and to general meetings as required.

Functions

- Endeavour to form a committee with a minimum of 3 VIUFA members (including the Chair), and meet at least twice annually;
- With the Committee, collect information on the operations and activities of Vancouver Island University pertinent to its ability to meet its financial responsibilities;
- In the event of proposed lay-offs of VIUFA members, prepare material for the activities outlined in the Collective Agreement Articles 6.6.5.8, etc., including making recommendations to the Executive regarding actions the University may take, alternative to lay-offs, to remediate the budgetary shortfall;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

1 Section of Release

10. CHAIR – DECOLONIZATION, RECONCILIATION & INDIGENIZATION COMMITTEE

Duties

- a) chair meetings of their committee;
- b) attend meetings of their FPSE committee; and
- c) report on the activities of their committee to the Executive and to general meetings as required.

Functions

- Endeavour to form a committee with a minimum of 3 VIUFA members (including the Chair), and meet at least twice annually;
- Represent VIUFA at meetings of the FPSE Decolonization, Reconciliation and Indigenization Committee, and report back to the VIUFA Executive and to VIUFA General Meetings (as required) about the activities and decisions of the FSPE Committee;
- Work cooperatively with other FPSE Decolonization, Reconciliation and Indigenization Committee representatives; and
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

1 Section of Release

11. MEMBER-AT-LARGE

Duties

- a) Member-at-Large shall perform duties as assigned by the Executive.

Functions

- The Member-at-Large is an independent, elected member of the VIUFA Executive;
- Take direction from and make recommendations to the VIUFA Executive;
- Represent the membership of VIUFA in general in the deliberations and discussions of the Executive; and
- Assist the Officers of the VIUFA Executive and Committee Chairs in the conduct of their duties when needed;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release

12. PENSION ADVISORY COMMITTEE REPRESENTATIVE

Duties

- a) representing the Association at meetings of their FPSE Committee; and
- b) reporting back to the Association Executive about the activities and decisions of their FPSE Committee.

Functions

- On a regular basis, inform the VIUFA Executive and members about the overall health of the College Pension Plan;
- Inform the VIUFA Executive and members about changes to pension benefits;
- Support FPSE's efforts to improve pension benefits;
- Review and monitor the current investment policies of the College Pension Plan, especially with regard to Socially Responsible Investing (SRI) standards and strategies;
- Respond to VIUFA members' questions about the College Pension Plan and about members' Benefit Statements;
- Communicate VIUFA members' concerns to the Pension Advisory Committee about the College Pension Plan;
- Regularly attend pension-related educational events (e.g. the annual SHARE conference);
- Participate in the promotion of defined benefit plans as a way to ensure that all people can retire with a secure and decent retirement income;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release

13. WORKPLACE HEALTH, SAFETY & ENVIRONMENT REPRESENTATIVE

Duties

- a) representing the Association at meetings of their FPSE Committee; and
- b) reporting back to the Association Executive about the activities and decisions of their FPSE Committee.

Functions

- Respond to and assist VIUFA members in complaints and incidents relating to Workplace Health, Safety and Environment conditions at VIU;
- Represent VIUFA Local 8 on the FPSE Workplace Health, Safety & Environment Committee (two meetings per year);
- If available, participate in VIU and VIUFA supported committees, training and workshops;
- Act as a member of the VIU Joint Occupational Health & Safety Committee;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive;
- Serve a two year (renewable) term; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release

14. EDUCATION POLICY COMMITTEE REPRESENTATIVE

Duties

- a) representing the Association at meetings of their FPSE Committee; and
- b) reporting back to the Association Executive about the activities and decisions of their FPSE Committee.

Functions

- Monitor institutional and government policy and recent trends in advanced education, developing recommendations for advocacy in areas that affect their ability to provide the highest-quality education to students, such as Adult Basic Education and English Language programs;
- Assess opportunities for the Education Policy Committee to help guide VIUFA's work on behalf of all members, from new technologies in distance learning to the challenges of indigenization in education;
- Receive regular training and presentations on current issues and events (e.g. FPSE's annual general meeting and Spring conference);
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release

15. DISABILITY MANAGEMENT & REHABILITATION REPRESENTATIVE

Duties

- a) representing the Association at meetings of their FPSE Committee; and
- b) reporting back to the Association Executive about the activities and decisions of their FPSE Committee.

Functions

- Create an awareness of worker disability issues among VIUFA members;
- Sit on the local Joint Rehabilitation Committee, or equivalent [referred to by VIU as the Return to Work Committee] ("JRC/RTWC");
- Attend FPSE meetings of the Disability Management & Rehabilitation Committee as scheduled, and participate in training offered;
- Actively work to promote the accommodation and meaningful reintegration of disabled and injured VIUFA members back into the workplace;
- Assist VIUFA members with their sick leave claims and appeals;
- Work with other committees, especially the Joint Occupational Health & Safety Committee, to gather and disseminate information about rehabilitation, duty to accommodate, and disability management;
- Recommend contract language on rehabilitation, duty to accommodate, and disability management to negotiating committees, for incorporation into collective agreements;
- Be familiar with the Faculty Common Disability Plan ("FCDP") as it pertains to disability claims and return to work plans;
- Educate VIUFA members about the FCDP, and their rights and responsibilities during the disability/return to work process;

- Attend all regularly scheduled meetings of the local Joint Rehabilitation Committee;
- Review cases/applications sent to the JRC/RTWC in order to provide advice and/or make recommendations to the employer regarding job modifications, scheduling flexibility, and/or mechanical or technical aids which could assist a member's return to work;
- Work with the member, the insurer, the employer, the physician, and the member's supervisor to create an appropriate graduated return to work plan;
- Advocate for members and ensure that members' concerns regarding any return to work plan are voiced and heard;
- On occasion, to assist in the implementation of return to work plans as necessary;
- Serve on the Claims Review Committee as required;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

1 Section of Release

16. NON-INSTRUCTIONAL FACULTY REPRESENTATIVE

Duties

- a) represent the views and needs of Non-Instructional Faculty Members; and
- b) perform duties as assigned by the Executive.

Functions

- Promote the interests and needs of non-instructional VIUFA members;
- Liaise with non-instructional VIUFA members;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release

17. NON-REGULAR FACULTY REPRESENTATIVE

Duties

- a) represent the views and needs of Temporary Faculty Members;
- b) perform duties as assigned by the Executive; and
- c) attend meetings of the FPSE Non-Regular Faculty Committee.

Functions

- Promote the interests and needs of non-regular faculty;
- Attend Executive and General Membership Meetings;
- Represent VIUFA on other committees or at meetings as requested by the President and VIUFA Executive; and
- Report at Executive meetings and the Annual General Meeting.

0 Sections of Release