

## **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;
- f) schedule a meeting of the Association Executive at least once per calendar month between August 1 and May 31; and
- g) support drafting of VIUFA communications regarding activities of the position as needed.

#### **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.

## **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;
- c) chair the Member Engagement Committee; and
- d) 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**

- Leads VIUFA's efforts to engage with membership and build organizational capacity.
- 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.

### **3. A) 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) oversee the Policy and Procedures of the Association;
- c) chair meetings of the Finance Committee;
- d) ensure that notices and agendas of meetings of the Association are sent out;
- e) answer all correspondence as directed by the President or Executive;
- f) ensure that a Register of members is kept;
- g) ensure that all money paid to the Association is received and deposited in such bank or banks as the Executive shall direct;
- h) ensure that all bills authorized by the Executive are paid;
- i) give his or her financial report to the Annual Meeting;
- j) ensure that all financial records and books of the Association are kept;
- k) ensure that all other Association records and books are kept;
- l) Chair the VIUFA Finance Committee; and
- m) support drafting of VIUFA communications regarding activities of the position as needed

#### **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.

### **3. B) ASSOCIATE SECRETARY-TREASURER** (when approved by members)

The Associate Secretary-Treasurer is a non-voting position which will ordinarily be held by a VIUFA member interested in learning about the duties and responsibilities of the Secretary-Treasurer, and who is considering becoming Secretary-Treasurer in the future. The decision as to whether an Associate Secretary-Treasurer position will be offered will be made by the VIUFA Executive.

#### **Functions**

- Attend VIUFA Executive meetings;
- Sit on the Finance Committee;
- Sit on the Policy Committee;
- Assist the Secretary-Treasurer where appropriate;
- Attend meetings and sit on committees as directed by the Secretary-Treasurer; and
- Become familiar with the finances of the association.

#### **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;
- e) report on the activities of the committee(s) to the Executive and to general meetings as required; and
- f) support drafting of VIUFA communications regarding activities of the position as needed.

##### **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.

#### **4. B) ASSOCIATE BARGAINER (when approved by members)**

The Associate Bargainer is a non-voting position which will normally be held during times of formal collective bargaining. 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**

- Attend VIUFA Executive meetings;
- 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.

## 5. A) CHIEF PERSONNEL STEWARD

### Duties

The Chief Personnel Steward shall:

- a) chair the Committee of Personnel Stewards;
- b) lead the Contract Defense Coordination Group;
- c) ensure all issues related to contract interpretation are dealt with in a timely manner;
- d) attend meetings of the appropriate FPSE Committee;
- e) report on the activities of the committee to the Executive and to general meetings as required;  
and
- f) support drafting of VIUFA communications regarding activities of the position as needed.

### 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.

## 5. B) ASSOCIATE PERSONNEL STEWARD (when necessary and approved by members)

The Associate Personnel Steward is a non-voting position which will ordinarily be held by a VIUFA member interested in learning about the duties and responsibilities of the Chief Personnel Steward, and who is considering becoming Chief Personnel Steward in the future. The decision as to whether an Associate Personnel Steward position will be offered will be made by the VIUFA Executive.

### **Functions**

- Attend VIUFA Executive meetings;
- Sit on the Steward's Committee;
- Participate in the Contract Defence Coordination Group;
- Assist the Chief Personnel Steward where appropriate;
- Attend meetings and sit on committees as directed by the Chief Personnel Steward; and
- Become familiar with the collective agreement of the association.

## 6. CHAIR – PROFESSIONAL & SCHOLARLY DEVELOPMENT COMMITTEE

### Duties

- a) chair meetings of their committee;
- b) report on the activities of their committee to the Executive and to general meetings as required; and
- c) support drafting of VIUFA communications regarding activities of the position as needed.

### 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;
- Act as liaison between the VIUFA executive and the VIUFA members on the Assisted Leave Committee;
- 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;
- Support the administration of professional development opportunities as provided in the Collective Agreement; and
- Report at Executive meetings and the Annual General Meeting.

## 7. CHAIR – HUMAN RIGHTS & INTERNATIONAL SOLIDARITY COMMITTEE

### Duties

- a) chair meetings of their committee;
- b) attend meetings of their FPSE committee;
- c) report on the activities of their committee to the Executive and to general meetings as required;
- d) oversee the administration of the Union Activism Fund;
- e) sit on the Membership Engagement Committee; and
- f) support drafting of VIUFA communications regarding activities of the position as needed.

### 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;
- Report at Executive meetings and the Annual General Meeting; and
- Build organizational capacity and member connection to the union.

## **8. CHAIR –WOMEN’S AND GENDER EQUITY COMMITTEE**

### **Duties**

- a) chair meetings of the committee;
- b) attend meetings of the FPSE committee;
- c) report on committee activities to the Executive and to general meetings;
- d) sit on the Membership Engagement Committee; and
- e) support drafting of VIUFA communications regarding activities of the position as needed.

### **Functions**

- 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 on-campus groups and local organizations, collaborating and partnering on activities that raise awareness of women’s and gender equity issues, initiatives, events and campaigns designed to improve labour dynamics in post-secondary sector and beyond;
- Organize and support events and activities that address women’s and gender issues (examples: National Day of Action, International Women’s Day, Transgender Visibility Day etc.);
- Remain cognizant of university, post-secondary, industry, and government policies that impact women’s and gender equity;
- Work in conjunction with other FPSE women’s and gender equity committees;
- Communicate and disseminate information about campus and community events that focus on women’s and gender equity;
- Attend appropriate university and community meetings; for example VIU’s Sexualized Violence, Training, Education & Prevention Committee; the Positive Space Alliance; and the Canadian Federation of University Women;
- Attend Executive and General Membership meetings;
- Represent VIUFA on other committees or at meetings as requested;
- Report at Executive meetings and the Annual General Meeting; and
- Build organizational capacity and member connection to the union.

## 9. CHAIR – UNIVERSITY BUDGET ANALYSIS COMMITTEE

### Duties

- a) chair meetings of their committee;
- b) report on the activities of their committee to the Executive and to general meetings as required;  
and
- c) support drafting of VIUFA communications regarding activities of the position as needed.

### 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.

## **10. CHAIR – DECOLONIZATION, RECONCILIATION & INDIGENIZATION COMMITTEE**

### **Duties**

- a) chair meetings of their committee;
- b) attend meetings of their FPSE committee;
- c) report on the activities of their committee to the Executive and to general meetings as required;
- d) sit on the Membership Engagement Committee;
- e) support drafting of VIUFA communications regarding activities of the position as needed.

### **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;
- Report at Executive meetings and the Annual General Meeting; and
- Build organizational capacity and member connection to the union.

## **11. MEMBER-AT-LARGE**

### **Duties**

- a) The Member-at-Large shall oversee the appointment of a Selection Committee for the annual Community Engagement Award; and
- b) perform duties as assigned by the Executive; and
- c) support drafting of VIUFA communications regarding activities of the position as needed.

### **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.

## **12. PENSION ADVISORY COMMITTEE REPRESENTATIVE**

### **Duties**

- a) represent the Association at meetings of their FPSE Committee;
- b) report back to the Association Executive about the activities and decisions of their FPSE Committee; and
- c) support drafting of VIUFA communications regarding activities of the position as needed.

### **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;
- Serve a four-year (renewable) term; and
- Report at Executive meetings and the Annual General Meeting.

### **13. WORKPLACE HEALTH, SAFETY & ENVIRONMENT REPRESENTATIVE**

#### **Duties**

- a) Act as a liaison to the University Audiovisual Committee;
- b) represent the Association at meetings of their FPSE Committee;
- c) report back to the Association Executive about the activities and decisions of their FPSE Committee; and
- d) support drafting of VIUFA communications regarding activities of the position as needed.

#### **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; and
- Report at Executive meetings and the Annual General Meeting.

## **14. FPSE ACADEMIC GOVERNANCE COMMITTEE REPRESENTATIVE**

### **Duties**

- a) represent the Association at meetings of their FPSE Committee;
- b) report back to the Association Executive about the activities and decisions of their FPSE Committee;
- c) Oversee the Nominations Committee and the VIUFA Elections; and
- d) support drafting of VIUFA communications regarding activities of the position as needed.

### **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 Academic Governance 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.

## **15. DISABILITY MANAGEMENT & REHABILITATION REPRESENTATIVE**

### **Duties**

- a) represent the Association at meetings of their FPSE Committee;
- b) report back to the Association Executive about the activities and decisions of their FPSE Committee;
- c) participate in the Contract Defence Coordination Group; and
- d) support drafting of VIUFA communications regarding activities of the position as needed.

### **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.

## 16. NON-INSTRUCTIONAL FACULTY REPRESENTATIVE

### Duties

- a) represent the views and needs of Non-Instructional Faculty Members;
- b) support drafting of VIUFA communications regarding activities of the position as needed; and
- c) 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.

## **17. NON-REGULAR FACULTY REPRESENTATIVE**

### **Duties**

- a) represent the views and needs of Temporary Faculty Members;
- b) support drafting of VIUFA communications regarding activities of the position as needed;
- c) perform duties as assigned by the Executive; and
- d) 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.