

# MRFA Position Descriptions

## MRFA Executive Board

**President** is the Chief Executive Officer of the Association. The President Chairs the Executive Board and the Faculty Centre Management Committee, sits on the Grievance Committee, and is an ex officio member of all other Association Committees. The President is the Association's liaison between the Association and the senior administration of the University, and is responsible, in conjunction with the Vice-President, Policy and Grievance Officer, for monitoring proposed changes to University policy which affect the terms and conditions of Regular Members employment. The President represents the Association at Step 2 of grievances and provides confidential advice and assistance regarding matters not involving interpretation and/or contravention of the Collective Agreement, including, but not limited to, evaluations, institutional processes, issues of faculty welfare, and conflict resolution. Refer to bylaws 9.2 for more information. (Full reassigned time, tenure required, elected in even numbered years for a two year term)

**Vice-President Policy and Grievance Officer** advises and supports Regular Members at Step 1 grievances, is responsible for stating a grievance in writing, including the remedy sought, to the Provost and Vice-President Academic and the President of the Association at Step 2, and provides regular grievance reports to the Executive Board and to the membership. The Vice-President, Policy and Grievance Officer chairs the Grievance Committee and is a member of the Professional Standards and Governance Committee and shall liaise with the Executive Board regarding the work of the committee. The Vice-President, Policy and Grievance Officer also assists the President in monitoring proposed changes to University policy which affect the terms and conditions of Regular Members employment. Should the President resign or leave office, the Vice-President, Policy and Grievance Officer assumes the office of President until a by-election is held. More information refer to Bylaws 9.4. (96 SICH reassigned time, tenure required, 3 year term)

**Vice-President Negotiations** serves on the Negotiating Committee in accordance with the terms of the Negotiating Committee articles of the Bylaws and the Collective Agreement. The Vice-President Negotiations is the liaison between the Executive Board and the Negotiating Committee, and sits on the Grievance Committee. Refer to Bylaws 9.3 for more information (144 SICH reassigned time, tenure required, elected in odd numbered years for a two year term)

**Contract Member Representative** is responsible for facilitating communication between the Association and contract members, and corresponds with Human Resources to ensure that the Contract Faculty Handbook is kept current and readily available. The Contract Member Representative shall serve on the Negotiating Committee and on the Grievance Committee. The Contract Member Representative shall perform other duties as assigned by the Executive Board. Refer to Bylaws 9.8 for more information (176 SICH overload, must be a contract faculty member, elected in even numbered years for a two year term).

**Treasurer** is responsible for accurate financial records, financial statements of the transactions of the Association, and reporting to the membership regarding finances. Refer to Bylaws 9.6 for more information (48 SICH reassigned time, any regular member - full time or contract - elected in even numbered years for a two year term).

**Communications Officer** is responsible for the development and execution of all non-routine communications with the membership. The Communications Officer is an ex officio member of the Advocacy Committee and Chairs the Communications Committee. The Communications Officer works closely with the Executive Assistant and the President in the development and execution of all communications with the membership and coordinates the Department Communicators network. Refer to Bylaws article 9.5 for more information. (48 SICH reassigned time, any regular member - full time or contract - elected in even numbered years for a two year term).

**Faculty Representative to the Board of Governors** is an ex officio, non-voting member of the Executive Board, advises and assists the President in relations with the Board of Governors and the government, and reports to the membership on public meetings of the Board of Governors. Refer to Bylaws 9.10 for more information. (48 SICH reassigned time, tenure required, elected in odd numbered years for a two year term).

**Academic Liaison Officer** assists the President in matters of academic policy and governance and performs other duties as assigned by the Executive Board. The Academic Liaison Officer serves as the Associations liaison among Faculty Councils and the General Faculties Council and facilitates the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members. The Academic Liaison Officer chairs the Academic Liaison Committee. Refer to Bylaws 9.7 for more information (48 SICH reassigned time, any regular member - full time or contract - elected in odd numbered years for a two year term).

**Members at Large: two positions.** One elected from the Faculty of Arts, Student Counselling, the Faculty of Science and Technology, or the Faculty of Teaching and Learning and one elected from the Bissett School of Business, the Faculty of Communication Studies, the Faculty of Health and Community Studies, or the Library. A Member at Large shall serve as a liaison between the Executive Board and the areas elected from. Members at Large perform duties as assigned by the Executive Board, which may include acting as the Chief Returning Officer, chairing the Bylaws Committee, or serving as the liaison between the Executive Board and a Standing Committee of the Association. Refer to Bylaws 9.9 for more information. (48 SICH reassigned time, any regular member - full time or contract members from specific faculties one elected each for two year terms).



## MRFA Standing Committees

**Academic Liaison Committee** facilitates communications on faculty-specific issues among Faculty Councils and General Faculties Council. There are eight members including Academic Liaison Officer. Representatives from specific faculties are elected in odd or even numbered years for two year terms. Odd numbered years Bissett, Science and Technology and the Library. Even numbered years Arts, Communication, Health and Community, and Teaching and Learning.

**Advocacy Committee** develops strategies for influencing public policy on post-secondary education, social justice issues, and other areas in which the MRFA policy on political activity authorizes the Association to express non-partisan political views. There are seven members including the Communications Officer. Three positions are elected each year for two year terms.

**Awards Committee** makes recommendations to the Executive Board on potential recipients of the Distinguished Service Award and the MRFA Teaching Excellence Awards. *This committee does not have elected positions.* Committee members include previous winners of the award and members appointed by the Executive Board, PDC, FEC, and SAMRU.

**Bylaws Committee** reviews the Associations Bylaws and policy documents. Three members including the Member at Large. Two members are elected each year for a one year term.

**Communications Committee** develops strategies and determines appropriate media for communicating information to the membership and facilitates the work of Department Communicators. There are seven members including the Communications Officer, the Executive Assistant, and a Contract Faculty member elected in odd numbered years. Two members are elected each year for two year terms.

**Diversity Committee** recommends ways to enhance faculty, academic and institutional diversity at Mount Royal. There are seven members three are elected in even numbered years for two year terms and four are elected in odd numbered years for two year terms.

**Educational Grants Committee** allocates tuition refunds, selects MRFA scholarship recipients and approves scholarships for dependents. There are six members including the Treasurer and Executive Assistant two members are elected each year for two year terms.

**Ethics Committee** ensures that the MRFA Ethics articles are upheld and investigates alleged violations as necessary. There are six tenured members two are elected each year for three year terms.

**Faculty Centre Management Committee** assists the Executive Board in fulfilling its responsibilities for overseeing the management, use, maintenance and improvement of the Faculty Centre. *This committee does not have elected positions.* It is comprised of the President, the Treasurer, a third member of the Executive Board appointed by the Executive Board, the Executive Assistant, and the Faculty Centre Coordinator

**Faculty Evaluation Committee** recommends policy and process on faculty evaluation and monitors the evaluation process. There are seven members including at least one Contract Faculty Member, elected in odd numbered years, and at least four tenured members all are elected for two year terms.

**Grievance Committee** assists the Executive Board in fulfilling its responsibilities for the processing and arbitration of grievances in accordance with the Grievance Procedure article of the Collective Agreement. *This committee does not have elected positions.* It has four members the Vice-President Policy and Grievance Officer, the President, the Vice-President Negotiations, and the Contract Member Representative

**Negotiating Committee** is responsible for collective bargaining. There are five members including the Vice President Negotiations and the Contract Faculty Member Representative. Of the three remaining members at least two are to be tenured one is elected in odd numbered years and two are elected in even numbered years for two year terms.

**Professional Development Committee** encourages and facilitates professional development and promotes excellence in teaching. There are nine members including the Faculty Development Coordinator four are elected each year for two year terms.

**Professional Standards and Governance Committee** develops initiatives to support and educate members about professional and Association responsibilities not related to teaching. There are seven members including the Vice President Policy and Grievance Officer and at least three other tenured members three are elected each year for two year terms.

**Social Events Committee** promotes and encourages the use of the Faculty Centre and organizes social functions. There are seven members including the Faculty Centre Coordinator three are elected each year for two year terms.



## MRU Committees with MRFA Representatives

**Academic Scheduling Committee:** [Academic Scheduling Policy](#) (all regular members are eligible, two year terms, elected in even numbered years)

**Alumni Advisory Council:** [website](#) (all regular members are eligible, two year terms, elected in even numbered years)

**Child Care Centre Board** [website](#) (all regular members are eligible, two year terms, elected in even numbered years)

**Effective Team Award Policy 960-13** (all regular members are eligible, two year terms, elected in odd numbered years)

**Faculty Leave Committee** [Collective Agreement](#) Article 17.4 (tenure required, two year terms, one position elected each year)

**Review and Interpretation of the Collective Agreement** Page 117 of the current [Collective Agreement](#) (appointed by the MRFA Executive Board)

**Personal Harassment Standing Committee** [Policy 1704](#) (all regular members are eligible, three positions with five year terms)

**Sustainability Committee** [website](#) (all regular members are eligible, two year terms, elected in odd numbered years)

**Transportation Advisory Committee** [Collective Agreement](#) Article 22.3 (one contract and one full time faculty member elected in alternating years for two year terms)

**Universal Access Committee** [Policy 1702-2](#) (all regular members are eligible, two year terms, elected in odd numbered years)

**University Tenure and Promotion Committee** [Collective Agreement](#) article 9.4 and [website](#) (one position, tenure required, three year term)