

President

This is a two year position with full course release

The President is responsible for the overall operations of the Mount Royal Faculty Association. The President is the Chief Executive Officer of the Association, acts as Chair of the Executive Board of the Association, and is an ex-officio member of all Association Committees. The President is the primary liaison between the MRFA and all other areas of the University as well as any external groups such as ACIFA. The President's responsibilities include:

- Providing support for all MRFA members primarily regarding hiring, workload, evaluations, grievances and other matters under the Collective Agreement, and regarding issues of faculty welfare, conflict resolution, and institutional processes
- Liaising between the Association and the senior administration of the University.
- Is responsible for maintaining and advising on the proper administration of the Collective Agreement. This includes speaking on the interpretation and administration of certain articles of the Collective Agreement at Chairs' Assembly and Deans' Council meetings.
- Providing, in conjunction with the VP Academic, training workshops on Tenure processes
- Being, often, the MRFA representative on University Selection Committees.
- Reporting to the Board of Governors on behalf of the MRFA
- Representing the MRFA at ACIFA and other provincial/federal bodies.
- Preparing agendas for Association meetings and Chairs Association Meetings
- Advising the Negotiating Committee on current issues and possible changes to the Collective Agreement
- Advising the Executive Board and the Bylaws Committee on changes to the Association's official documents
- Being a member of the following Association and University committees:
 - MRU Budget Advisory Committee
 - University Task Forces and ad-hoc Committees currently including:
 - Academic Scheduling Committee
 - Task force on Leaves and the Academic Year
 - MRFA Executive Board sub/ad-hoc committees currently including:
 - Grievance Committee
 - Faculty Association Organization Committee
 - Workload Committee
 - Vision Statement Review Committee
 - Voting Review Committee
- Countersigns cheques on behalf of the Association
- Manages Faculty Association staff. This includes:
 - Making all appointments of staff, in consultation with the Executive Board.
 - Conducts annual performance reviews and such other performance reviews as required by the Executive Board.
 - Reports confidentially to the Executive Board on the results of performance reviews.
 - Ensures that the work of Association staff is directed only by the President, or (as delegated) the 1st Vice-President on negotiations matters, the Treasurer on financial matters, or the Secretary on communications matters.

First Vice-President

This is a two year position with a 3 credit course release for service on the Executive Board and 6 credit course release for service on the Negotiating Committee.

The First Vice President assists the President as needed and serves as the Association's lead negotiator in Collective Bargaining.

- The First Vice President is expected to assist the President; this may be formal in nature, such as attending meetings as the President's representative or less formal, such as providing input on a proposal initiated by the President.

- The First-Vice President contributes to the negotiations process and acts as the liaison between the Executive Board and the NC.
 - This ultimately involves the creation/modification of the working environment at Mount Royal. In addition, the First Vice-President represents the MRFA at the Alberta Colleges and Institutes Faculty Associations' (ACIFA) Negotiations Advisory Committee meetings. This committee convenes twice a year (Fall in Calgary; Winter in Edmonton). Members share their negotiations experiences and identify future trends and/or potential problems.
- The First Vice-President also sits on the Professional Affairs Committee (PAC) as an ex-officio member.
- First Vice-President attends these bi-weekly Executive Board meetings and may also sit on subcommittees such as the grievance committee.

Second Vice President

This is a two year position with a 6 credit course release.

The Second Vice President's role primarily deals with matters relating to the professional affairs of the Association and its members. The responsibilities include:

- The Second Vice-President Chairs the Professional Affairs Committee of the Association
- The Second Vice-President is responsible for communicating with the Regular Members and implementing development opportunities on matters of professional standards and practice.
- Advises the Membership and President on matters relating to Parliamentary Procedure during Association Meetings
- The Second Vice-President is an ex-officio member of the Diversity Committee.
- Finally, the Second Vice-President shall serve as the Association delegate to the ACIFA Professional Affairs Committee.

Secretary

This is a two year position with a 3 credit course release.

The Secretary works very closely with the President, Executive Assistant and Executive Board to ensure that all communications and record keeping are appropriately executed. Duties include:

- Chairing the Communications Committee
- Advising the executive on communication strategies
- Reviewing and signing of cheques
- Member of the Faculty Centre management committee
- Ensure minutes are taken, and signed off.
- Ensure effective communications within the membership
- Using various Communication channels:
 - website,
 - newsletters,
 - email,
 - brochures, and
 - Department Communicators.

Treasurer

This is a two year position with a 3 credit course release.

The Treasurer works very closely with the Executive Assistant, President and Executive Board to ensure that the Association's accounts are kept up to date and that Association audits are completed in a timely fashion. Related duties and task include:

- Advising the executive on budgetary matters
- Preparing annual budget proposals
- Presenting on fiscal matters at General Meetings and the AGM
- Ensuring dues are being deducted appropriately
- Review dues rates and provide recommendations as appropriate
- Work with the Executive Assistant to determine investment plans

- Advise on best practices re: accounting standards and disclosure
- Reviewing and signing of cheques

Member at Large/Past President

This is a one year position with a 3 credit course release.

The Member-at-Large position was created to round out the Executive when there is no Immediate Past President. The two roles share the same general duties:

- Participating in Executive meetings
- Acting as Chief Returning Officer for MRFA elections
- Chairing the Bylaws Committee to advise Exec on necessary bylaw changes and act as an arm's length sounding board for Exec's proposals
- Advising the President on request
- Assisting new Executive members in understanding their roles
- A member of the Executive Board's Grievance sub-committee
- Filling in as needed on other MRFA business and Exec sub-committees

Faculty Representative to the Board of Governors

This is a two year position with a 3 credit course release.

The Faculty Representative to the Board of governors is a member of the Board, elected by the MRFA and appointed by the Minister of Advanced Education, and a non-voting member of the MRFA Executive Board. Responsibilities include:

- All board members sit on 3 sub-committees of the Board. These subcommittees meet as needed throughout the academic year; as well, they precede the regular, public board meeting and closed session.
- Meetings of the Board of Governors are held 8 times an academic year
- There is also an obligatory two-day retreat in September that all members attend to determine Board priorities, among other things.
- The faculty-elected Board rep sits as a non-voting member of the MRFA Executive. The Executive typically meets every two weeks for two hours.
- The BOG rep is responsible for reporting out to members after each Board meeting. Reports are sent to the MRFA Executive Assistant and posted on the MRFA's site.
- The faculty-elected board representative is the one of the only voices of faculty to be heard by the corporate members of our Board of Governors, and they do listen carefully to that voice, particularly on things academic.
- As a board member, it is expected that you support and attend the many functions that MRU sponsors-- student productions; conservatory offerings; hockey, volleyball, basketball games, to name a few—as well as fund-raising events like Pearls of Wisdom and the Legacy Awards dinners.

Academic Liaison Officer

This is a two year position with a 3 credit course release.

This position requires a strong interest in academic governance. The Academic Liaison Officer serves as the Association liaison among Faculty Councils and the General Faculties Council and facilitates the exchange of information related to academic governance and academic policy, especially as these touch on academic freedom, the Collective Agreement, and faculty work. Activities include:

- The Academic Liaison Officer is a member of the Appointments, Promotion and Tenure Committee (APTC) of General Faculties Council (GFC). This committee meets monthly for two hours. Additional meetings have been scheduled in the past when the workload necessitated it.
- While the Academic Liaison Officer is not an official member of GFC, it is critical that the individual in this role attend GFC meetings as a guest.
- Time is spent identifying and researching policies/procedures of interest to the association originating out of other university committees.

- The Academic Liaison Officer chairs the Academic Liaison Committee, and has special responsibility for soliciting and representing the views of otherwise unrepresented groups there.
- The Academic Liaison Officer provides a summary report of every GFC meeting to the Executive Assistant who posts it on the website
- The Academic Liaison Officer, also, hosts pre-GFC drop in Sessions for all Faculty Councilors prior to every GFC meeting.

Part-time Faculty Representative

This is a two year position with a 3 credit course release for service on the Executive Board and 6 credit course release for service on the Negotiating Committee.

The Part-time Member Representative's primarily role is the representation of Part-time member interests in Collective Bargaining and Grievance processes. The role consists of the following responsibilities:

- Part-time Member Representative is an Officer of the Executive Board
- Facilitates communication and contact between the Association and part-time faculty;
 - To fulfill this responsibility, the Part-time Faculty Member Representative organizes two Part-time Grubn'Gab sessions (one in the Fall and one in the Winter)
 - In addition, monthly email messages to all part-time faculty, Part-time Issue Update on 1st and Did You Know ... on the 15th.
- The Part-time Faculty Member Representative's receives and responds to many inquiries from Part-time members regarding the Collective Agreement and may be called upon to attend grievance meetings involving part-time faculty.
- The Part-time Faculty Member Representative's is a member of the Executive Board's Grievance sub-committee
- The Part-time Faculty Member Representative corresponds with Human Resources to ensure that the Part-time Faculty Handbook is kept current and readily available;
- The Part-time Faculty Member Representative's serves as a member of the Negotiating Committee.
 - The Part-time Faculty Member Representative's is involved with all caucus meetings and negotiation meetings between the MRFA Negotiating Committee and the Board of Governors negotiating team.
 - In addition, the Part-time Faculty Member Representative's is required to attend a variety of meetings held with regular MRFA members and MRFA General meetings to provide the membership with regular updates.

Responsibilities of all Executive Board Members

- The Executive Board is responsible for the overall governance, direction, business, and all affairs of the Association including the establishment of policies and operating procedures.
- All Executive Board members are expected to attend biweekly two hour meetings
- Members of the Executive may be appointed to University Selection Committees
- Members of the Executive may, also, be appointed to various Executive Board sub-committees as needed
- Members of the Executive are expected to participate in Department visits when needed
- Members of the Executive meet with Senior Administration during regular meetings of the Executive Board
- Finally, Members of the Executive are expected to attend a variety of functions as part of the Executive Board, throughout the Academic year

MRFA Standing Committees

Academic Liaison Committee: Facilitates communications on faculty-specific issues among Faculty Councils and General Faculties Council.

- eight members seven of whom are to represent each faculty and the eighth is the Academic Liaison Officer.

Bylaws Committee: Periodic review of the Association's Bylaws and policy documents.

- three members including the Immediate Past President or Member-at-Large, all tenured

Communications Committee: Responsible for enhancing the Association's communications with and among members.

- five members including the Secretary

Diversity Committee: Recommends ways to enhance faculty, academic and institutional diversity at Mount Royal.

- seven members including the Second Vice-President

Educational Grants Committee: allocates tuition refunds, selects MRFA scholarship recipients and approves scholarships for dependents.

- five members including the Treasurer

Ethics Committee: ensures that the MRFA Ethics articles are upheld and investigates alleged violations as necessary.

- five tenured members

Faculty Evaluation Committee: recommends policy and process on faculty evaluation and monitors the evaluation process.

- seven members, at least four tenured

Negotiating Committee: Responsible for collective bargaining.

- First Vice-President, Part-Time Faculty Representative and three additional members, at least two of whom are tenured

Professional Affairs Committee: Develops initiatives to support and educate members about professional and Association responsibilities not related to teaching.

- eight members including the Second Vice-President and the First Vice-President, at least four tenured

Professional Development Committee: encourages and facilitates professional development and promotes excellence in teaching.

- nine members including the Faculty Development Coordinator

Social Events Committee: promotes and encourages the use of the Faculty Centre and organizes social functions.

- six members plus the Faculty Centre Coordinator

Committee	Thoughts....?
Academic Liaison	
Bylaws	
Communications	
Diversity	
Educational Grants	
Ethics	
Faculty Evaluation	
Negotiations	
Professional Affairs	
Professional Development	
Social Events	

MRFA Services

- Provides confidential advice and assistance regarding hiring, workload, evaluations, grievances and other matters under the Collective Agreement, and regarding issues of faculty welfare, conflict resolution, and institutional processes
 - Provides all members with Grievance Support
 - Representation all members in Ethics issues
 - Provides support and training for the tenure and promotion processes
- Administers the Faculty Centre, which provides a large lounge area with computer, bar, newspapers, and games; lunch, snack and beverage service; two bookable meeting rooms and centre bookings & catering for members' private events;
- Maintains a tradition of an effective, committed faculty voice
- Supports instructionally focused, faculty-led academic environment
- Represents faculty views on key MRU, local and regional issues
- Liaises with the Board, senior administration and Deans
 - The MRFA elects a Representative to the Board of Governors
- Liaises with the Students' Association of Mount Royal University (SAMRU), the Support Staff Association (MRSSA), and external affiliates ACIFA and CAUT
- Sponsors and supports professional development and social events
- Administers tuition reimbursements for members and their dependents, MRFA scholarships, and compassionate funds for faculty
- Provides honoraria to Part-time Faculty for Service activities
- Supports and encourages activities including:
 - Various Workshops and Colloquia,
 - Teaching and research development events
 - The annual Faculty Retreat
 - Monthly Social Events
- Provides members with access to a Compassionate Fund