



COMMITTEE CHARTER (DRAFT)

Committee:	Job Action Preparedness Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	April 3, 2018

Mandate

With the restoration of the right to strike, and of the University as employer to lock-out, it is of critical importance that the Mount Royal Faculty Association be prepared for the eventuality of job action. The Job Action Preparedness Committee shall be responsible for the development of a detailed, implementation-ready plan for job action, including with respect to:

- Activities, tactics and tasks that comprise job action, and how they are to be carried out in practice;
- The physical resources, supplies, and logistical support needed to carry these out effectively and efficiently.
- The informational resources and guides for those coordinating and participating in job action;
- The structures, roles and responsibilities for committees needed to carry out associated operational support in the lead up to, and during, job action;
- The associated detailed cost estimates.

While recognizing that the Association’s primary objective is for a good negotiated settlement without resorting to job action, in the eventuality of a strike or lockout the Association’s main priority is to reach a good settlement as soon as possible and return its members to work. The purpose of job action is to apply well-coordinated, effective pressure in alignment with this priority, but a purpose of visible job action preparedness is also to help prevent a strike or lockout – the employer should be more likely to work toward a good settlement when they know that the Association is prepared for job action if necessary.

Plans shall be developed with the objective of enabling job action that is well-organized, effective, efficient, safe, and in compliance with the law and the provisions of a potential strike protocol agreement between the Association and the University.

The Committee is *not* responsible for planning related to other aspects of preparedness including financial preparedness, other higher-level strategic planning for the Association, for example with respect to a comprehensive approach to strategic bargaining, or plans related to aspects of normal Association operation and governance, which are the purview of the Executive Board and other standing committees. However, should the Committee encounter issues outside of its mandate that may require the attention of the Executive Board, for example related to matters of normal Association functions and operations that might be materially affected by job action, it may make note of these issues in its reports to the Executive Board.

Authority

The Job Action Preparedness Committee is an ad hoc committee of the Mount Royal Faculty Association that reports to the Executive Board in an advisory capacity. It shall report regularly on its activities, and shall submit any recommendations in writing, to the Executive Board. The Executive Board shall consider for approval and implementation recommendations made by the committee.

Membership

The Job Action Preparedness Committee shall consist of the following:

- A Regular Member of the Association to serve as Chair, appointed by the Executive Board;
- At least five, and up to nine, additional Regular Members of the Association appointed by the Executive Board; and
- The Senior Administrative and Faculty Relations Officer (non-voting).

Prior to appointment, the Executive Board shall put out a call for interested nominees. Criteria for appointment will include demonstrated engagement with and commitment to the work of the Association, demonstrated experience in organizing job action and similar activities, and willingness to serve in a leadership capacity during job action.

Appointment criteria shall also include diversity of Committee membership, including by category of appointment.



Job Action Preparedness Committee

In accordance with the Mount Royal Faculty Association Bylaws, the President shall serve as an ex-officio member of the Committee, and shall attend meetings primarily to serve as a resource as appropriate, but shall not be included in quorum.

The members of this Committee shall serve until it is discharged by the Executive Board.

Meetings

Meetings shall be called by the Chair, and the committee shall meet as required until discharged by the Executive Board. Quorum shall be three voting members of the committee, including the Chair or designee, as well as the Senior Administrative and Faculty Relations Officer.

Expected Activities and Timeline

The Job Action Preparedness Committee shall begin by reviewing in detail relevant background information and resources already compiled by the ad hoc Labour Code Transition Committee (now discharged). The Committee shall also review any relevant resources available from the Canadian Association of University Teachers and other associations and unions.

The Committee shall prepare a detailed, implementation-ready Job Action Plan, as described above. A draft version of this document shall be submitted to the Executive Board by June 1, 2018. A final version shall be submitted by August 31, 2018.

The attached **Appendix** contains a non-exhaustive list of issues to be considered during the Plan.

Commented [MS1]: To be finalized.

Budget and Resources

The committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line.

Administrative Support

The Senior Administrative and Faculty Relations Officer shall provide administrative support to the Committee.

Commented [MS2]: Consider including Office Assistant as Recording Secretary and for some administrative support, so that the SAFRO can participate on the committee more freely.
Drawback: constrains options for the scheduling of meetings.