

COMMITTEE CHARTER

Committee: ad hoc Job Action Committee
Committee Sponsor: Mount Royal Faculty Association
Date Last Revised: September 5, 2018

Vision

Develop and implement strategies that support membership's ability to stage a comprehensive action plan throughout job action (strike/lockout).

Mandate

The ad hoc Job Action Committee shall ensure that the MRFA has the resources and the ability to implement timely, effective, and safe job action prior to and during negotiations and in the event of a strike or lockout. The Job Action Committee shall be responsible for reviewing, implementing, provide training, and developing informational resources relating to the MRFA's job action plan. In the event of a strike/lockout, the ad hoc Job Action Committee will, at the direction of the Executive Board, provide the day-to-day management of strike/lockout operations and logistics, and shall oversee and coordinate the work of the Job Action Communications and Finance Committees.

Authority

The ad hoc Job Action Committee will be a standing committee of the Mount Royal Faculty Association that reports to and takes direction from the Executive Board. It shall report regularly on its activities, and shall submit any recommendations in writing, to the Executive Board.

Membership

The ad hoc Job Action Committee shall consist of the following:

- the MRFA President who shall be Chair,
- the MRFA Communications Officer,
- the MRFA Treasurer (as Chair of the ad hoc Job Action Finance Committee),
- the MRFA Labour Relations Officer (non-voting),
- the MRFA Senior Administrative and Faculty Relations Officer (non-voting), and
- the following members appointed by the MRFA Executive Board
 - two members from the ad hoc Job Action Preparedness Committee,
 - one member of the Association's Department Communicators network, and
 - one contract member appointed by the Executive Board.

Meetings

The ad hoc Job Action Committee (JAC) will be a *standing committee* of the Mount Royal Faculty Association that will meet at least twice in an academic year when Collective Bargaining is not taking place, at the discretion of the Chair and/or as directed by the MRFA Executive Board. At one year prior to the commencement of Collective Bargaining, the committee will meet at least 3 times (to ensure overall job action preparedness). During the year of Collective Bargaining, the JAC will meet once a month and/or at the discretion of the Chair, and/or as directed by the MRFA Executive Board, but not less than 4 times in the academic year.

Expected Activities and Timeline

As a standing Committee of the MRFA, the ad hoc Job Action Committee is expected to engage in the following activities on an ongoing basis:

- Conduct an annual review of the Job Action Plan:
 - review the timeline and add specific dates for the given year in consultation with the MRFA's chief negotiator;
 - ensure committee members' familiarity with the plan;
 - advise the Executive Board on any substantive changes needed; and
 - maintain current vendor contact and pricing information.
- Develop resources, materials and presentations for picket captain training sessions beyond what is included in the Job Action Plan,

- Coordinate picking practice, information pickets and rallies (without traffic disruption),
- Inform the Association membership of the Job Action Plan and provide more general information to the membership, through the Executive Board, regarding what it means to be a member of a union and to be on strike,
- Review and testing of communication channels (e.g. alternative email addresses, phone numbers, text messaging capability, etc.) in the event of lockout from normal MRU communications channels, and
- Review web communication templates developed by the Job Action Preparedness Committee to ensure currency and accuracy of information provided.

As the committee overseeing day to day operations in the event of a strike or lockout, the ad hoc Job Action Committee will be expected to:

- Coordinate sign-making with support from the Job Action Communications Committee,
- Oversee expenditures and maintain spending in line with the approved job action budget,
- Coordinate strike pay with Association staff and picket captains,
- Engage in other activities as deemed appropriate or as directed by the Executive Board.

Budget and Resources

The ad hoc Job Action Committee will review the proposed job action budget annually to sustain operations prior to and leading up to job action. The committee shall provide a detailed report of resources on hand and request additional resources as needed to ensure preparedness for job action. During job action, the committee will be responsible for overseeing and reporting on expenditures.

Administrative Support

When possible, the MRFA's Administrative Assistant shall serve as Recording Secretary and shall provide administrative support to the Committee.