

Department Liaisons Roles and Responsibilities

The Department Liaison is a key role for the Mount Royal Faculty Association. Department Liaisons are an actively engaged group of Association members who inform their colleagues of MRFA meetings, initiatives, and social events. They also inform the Executive of any issues arising in their department. This is an important service role.

Liaisons are expected to

- Attend MRFA Regular meetings (if absent, enlist another member of the department to attend and report back).
- Attend the Annual General Meeting each May.
- Attend Liaison meetings (two in the fall semester and two in the winter semester).
- Communicate findings of the MRFA meetings to the department.
- Read the Monday Newsletters and the regular News to Use and communicate key points to members of the department.
- Read key MRFA documents (Collective Agreement, Bylaws, Policies)
- Liaise with the Communications Officer about communications strategy.
- Act as two-way communication between the department and the MRFA.
- Attend and encourage colleagues to attend MRFA Social and PD events where possible.
- Work to encourage support for the efforts of the MRFA, our collective agreement, and fellow faculty.

Meetings

Department Liaisons meet with the Communications Committee and members of the Executive Board twice annually. These meetings are held in August and January. All department Liaisons are required to attend these meetings. They are also required to attend the fall and winter meetings (one per semester) for training and information dissemination.

Expectations

Department Liaisons are expected to follow up, in a timely manner, on all communication requests received from a member of the Communications Committee or the Executive Board.

The means by which MRFA messages can best be communicated within departments is generally at the discretion of the Liaisons. Should the Executive Board deem a message to the membership to be urgent, the method of communication may be prescribed by the Executive. Liaisons are expected to assist with



communicating requests to the best of their ability and may refer to the tips provided below to assist in communicating with members. Face-to-face communication is always preferred to increase engagement. Liaisons are NOT to simply forward an email sent by the Communications Officer.

Liaisons may occasionally be sent flyers to distribute to members. Due to the often time sensitive nature of such flyers, please put these in colleagues' mailboxes when they are received. Liaisons are reminded that they are expected, to the best of their ability, to include contract faculty in the ongoing communication activities; this includes distribution of printed materials in members' mailboxes as well as face-to-face communications.