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**Committee:** ad hoc Job Action Finance Committee  
**Committee Sponsor:** Mount Royal Faculty Association  
**Date Last Revised:** January 31, 2020

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### **Mandate**

Based upon initial budget considerations and strike pay provisions approved by the Executive Board, the ad hoc Job Action Finance Committee shall be responsible for developing a detailed job action budget for approval by the Executive Board. Leading up to and during job action, the committee shall monitor expenses against the budget and recommend amendments to the budget as appropriate, subject to approval by the Executive Board. Following the conclusion of job action, the committee shall submit financial results to the Executive Board and, then, to the membership at the direction of the Executive Board.

### **Authority**

The ad hoc Job Action Finance Committee is an ad hoc committee of the Mount Royal Faculty Association that reports to the Executive Board. The committee shall be struck at the discretion of the Executive Board, usually when the Association has a clear indication that collective bargaining will enter *Stage 2 – Interest Exchange*.

### **Membership**

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

- the Treasurer who shall be Chair,
- the Senior Administrative and Faculty Relations Officer, and
- the following members appointed by the Executive Board:
  - one additional member of the Executive Board,
  - two regular members of the Association with relevant experience, and
  - one member of the Job Action Preparedness Committee.

### **Meetings**

Meetings shall be called by the Chair, and the committee shall meet as required (this may include multiple meetings per week during job action). 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**

- Maintaining the Strike Budget:
  - Review the Job Action Plan and finalize a budget for a three week strike (refer to Job Action Plan appendix). The budget is to be submitted to the Executive Board for approval at least two weeks in advance of a strike vote.
  - Submit recommendation(s) with rationale(s), as appropriate, to the Executive Board regarding applying for funds from external agencies, such as the CAUT Defense Fund.
  - Determine the capacity of the MRFA's Contingency Fund, and any other funds made available by external agencies as acquired by the Executive Board, to cover the expenses related to any potential job action.



- Review records of strike expenditures on a weekly basis as provided by the Senior Administrative and Faculty Relations Officer.
- Be prepared to present a summary of expenses to the Executive Board no later than two weeks following the conclusion of job action, and to the membership at a time to be determined by the Executive Board.
- Facilitating Strike Pay in accordance with the MRFA's strike pay policy:
  - Review the MRFA Strike Pay Policy and make recommendations, if appropriate, to the Executive Board at least two weeks in advance of a strike vote.
  - Track member participation for strike pay using picket sign-in sheets which have been reviewed and submitted by picket captains.
- Liaising with financial institutions as directed by the Executive Board to proactively arrange for the suspension of members' mortgage / debt payments for the duration of the strike.

### **Administrative Support**

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