



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Association Representatives Policy

Category: Operational Policy

Date last Revised: August 24, 2021

I. Overview

This policy outlines the responsibilities of Association Representatives on University or Joint Committees

II. Eligibility

Regular Members of the Association may be elected by the membership or appointed by the Executive Board to serve as an Association Representative on University, or joint MRU/MRFA, Committees.

III. Orientation for Association Representatives

The Executive Board shall liaise with the incumbents upon their election/appointment, and as necessary throughout their terms.

- i. Representatives shall attend an orientation upon their appointment.
- ii. Where applicable, the Executive Board shall provide mandates to Association representatives. Representatives shall report back on how they worked toward those mandates and any barriers encountered.
- iii. Representatives shall, where possible, attend the AGM.

IV. Representing the Association

All elected/appointed Association representatives are expected to *actively represent and advocate for faculty interests*. This shall include but not be limited to:

- i. Considering matters, initiatives, and decisions of the committee with the aim to uphold the Collective Agreement, and
- ii. Following through on Association provided mandates, where applicable.

V. Reporting to the Association

All Regular Members elected by the membership or appointed by the Executive Board to serve on a University, or joint MRU/MRFA, Committee, excepting only those serving on hiring committees, shall report to the MRFA Executive Board on the work of the Committee in December and April. April reports shall be included in the Association's Annual General Meeting package, where appropriate.

- i. In all cases, reports shall be shared confidentially with the Executive Board.
- ii. Where appropriate, as determined by contents and confidentiality considerations, reports may be shared by the Executive Board with the membership.

- iii. MRFA representatives may request to report directly to the Association Membership via means deemed most appropriate in consultation with the Executive Board and in accordance with the applicable Bylaws and Policies relating to Meetings and Communications
- iv. Where possible, committee minutes for each meeting shall be submitted by Association representatives to the Executive Board.

Any variance from the above noted expectations for reporting, shall be discussed with the incumbents when deemed necessary by the Executive Board.

VI. Related Policies

- Appointments Policy