



## Summary of MRFA Executive Board Positions

**President** is the Chief Executive Officer of the Association. The President Chairs the Executive Board, the Audit and Finance Committee, the Faculty Centre Management Committee, sits on the Grievance Committee, and is an ex officio member of all other Association Committees. The President is the Association's liaison between the Association and the senior administration of the University, and is responsible, in conjunction with the Vice-President, Policy and Senior Grievance Officer, for monitoring proposed changes to University policy which affect the terms and conditions of Regular Members' employment. The President represents the Association at Step 2 of grievances and provides confidential advice and assistance regarding matters not involving interpretation and/or contravention of the Collective Agreement, including, but not limited to, evaluations, institutional processes, issues of faculty welfare, and conflict resolution. Refer to bylaws 9.2 for more information. (Full reassigned time, 5 years at MRU and MRFA experience required, elected in even numbered years for a two-year term)

**Vice-President Negotiations** serves on the Negotiating Committee in accordance with the terms of the Negotiating Committee articles of the Bylaws and the Collective Agreement. The Vice-President Negotiations is the liaison between the Executive Board and the Negotiating Committee, sits on the Grievance Committee and Long-Term Bargaining Goals Committee, and Chairs the Collective Bargaining Advisory Committee. Refer to Bylaws 9.3 for more information (144 SICH reassigned time in bargaining years, 48 SICH in years without bargaining, 5 years at MRU and familiarity with bargaining required, elected in odd numbered years for a two year term)

**Vice-President Policy and Senior Grievance Officer** advises and supports Regular Members at Step 1 grievances, is responsible for stating a grievance in writing, including the remedy sought, to the Provost and Vice-President Academic and the President of the Association at Step 2, and provides regular grievance reports to the Executive Board and to the membership. The Vice-President, Policy and Senior Grievance Officer chairs the Grievance Committee. The Vice-President, Policy and Senior Grievance Officer also assists the President in monitoring proposed changes to University policy which affect the terms and conditions of Regular Members' employment. Should the President resign or leave office, the Vice-President, Policy and Senior Grievance Officer assumes the office of President until a by-election is held. Refer to Bylaws 9.4. (96 SICH reassigned time, 5 years at MRU and familiarity with representational processes required, elected in odd years for a two-year term)

**Advocacy Officer** is responsible for the development and execution of all advocacy initiatives in accordance with Association Policies and Procedures, in consultation with the President, and with the support of the Advocacy Committee, Job Action Preparedness Committee, and Bargaining Communications Committee and the MRU Coalition. The Advocacy Officer prepares external communications, related to advocacy initiatives, with the government, media and general public, in accordance with Association Policies and Procedures and approved Advocacy Goals. The Advocacy Officer chairs the Advocacy Committee and is a member of the MRU Coalition and is an MRFA Delegate to CAFA. More information refer to Bylaws 9.5. (48 SICH reassigned time, all regular members are eligible (FT and Contract), elected in odd years for a two-year term).

**Communications Officer** is responsible for the development and execution of all non-routine communications with the membership. The Communications Officer chairs the Communications Committee and the Bargaining Communications Committee, coordinates the Department Liaisons network, and sits on the Job Action Preparedness Committee, and works closely with the Senior Administrative and Faculty Relations Officer and the President in the development and execution of communications with the membership. Refer to Bylaws article 9.6 for more information. (96 SICH reassigned time, all regular members are eligible (FT and Contract), elected in even years for a two-year term).

**Academic Liaison Officer** assists the President in matters of academic policy and governance and performs other duties as assigned by the Executive Board. The Academic Liaison Officer serves as the Association's liaison among Faculty

Councils and the General Faculties Council and facilitates the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members. The Academic Liaison Officer chairs the Academic Liaison Committee. Refer to Bylaws 9.7 for more information (48 SICH reassigned time, all regular members are eligible (FT and Contract), elected in odd numbered years for a two-year term).

**Diversity and Equity Officer** is responsible for assisting the Executive Board and its Standing Committees in matters pertaining to principles and best practices in building a more diverse faculty, academic, and institutional community; in supporting and representing diverse groups more effectively; contributing where possible and appropriate to activities and initiatives to better enhance opportunities for equity across all faculty members; and in identifying gaps in policy, support, and services of the Association. The Diversity and Equity Officer shall Chair the Diversity and Equity Committee. Refer to Bylaws article 9.8 for more information. (48 SICH reassigned time, all regular members are eligible (FT and Contract), elected in odd years for a two-year term).

**Contract Member Representative** is responsible for facilitating communication between the Association and contract members, and corresponds with Human Resources to ensure that the Contract Faculty Handbook is kept current and readily available. The Contract Member Representative shall serve on the Negotiating Committee and on the Grievance Committee. The Contract Member Representative shall perform other duties as assigned by the Executive Board. Refer to Bylaws 9.9 for more information (176 SICH overload in bargaining years, 64 SICH in years without Negotiations, must be a contract faculty member, elected in even numbered years for a two-year term).

**Treasurer** is responsible for accurate financial records, financial statements of the transactions of the Association, and reporting to the membership regarding finances. The Treasurer is a member of the Audit and Finance Committee and the Faculty Centre Management Committee and Chairs the Grants Committee. Refer to Bylaws 9.10 for more information (48 SICH reassigned time, all regular members are eligible (FT and Contract), elected in even numbered years for a two-year term).

**Member Engagement Officer** Chairs the Member Engagement Committee and coordinates the Tenure and Promotion Support Program and new member outreach involving personal meetings with all new MRFA members. Refer to Bylaws 9.11 for more information (48 SICH reassigned time, , all regular members are eligible (FT and Contract), elected in even numbered years for a two-year term).