



Committee: Job Action Preparedness Committee

Committee Sponsor: Mount Royal Faculty Association

Date last Revised: April 23, 2021

Vision

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

Mandate

The Job Action Preparedness 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 Committee shall be responsible for reviewing, implementing, and developing informational resources relating to the MRFA's job action plan and for providing training as identified in the Job Action Plan. In the event of a strike/lockout, the Committee shall, at the direction of the Executive Board, provide the day-to-day management of strike/lockout operations and logistics.

Authority

The Job Action Preparedness Committee shall 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 Job Action Preparedness Committee shall consist of seven (7) members in good standing, and the committee shall appoint a Chair from among its members:

- the Communications Officer,
- the Treasurer,
- the Labour Relations Officer (MRFA staff - non-voting),
- the Senior Administrative and Faculty Relations Officer (MRFA staff - non-voting),
- and three Regular members of the Association to be appointed by the Executive Board for staggered three-year terms, one of whom must be a contract member and one of whom must be an MRFA Department Liaison.

Meetings

The Job Action Preparedness Committee shall be a standing committee of the Mount Royal Faculty Association that shall meet at least two (2) times at the discretion of the Chair and/or as directed by the Executive Board in an academic year when Collective Bargaining is not taking place. At one year prior to the commencement of Collective Bargaining, the committee shall meet at least 3 times in the academic year (to ensure overall job action preparedness). During the year of Collective Bargaining, the Committee shall 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 four (4) times in the academic year.

Expected Activities and Timeline

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

- Conduct an annual review of the Job Action Plan, including but not limited to

- 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 and appendices;
- advise the Executive Board on any substantive changes needed; and
- maintain current vendor contact and pricing information.
- Conduct a semi-annual tabletop exercise to test the plan and make appropriate amendments,
- Develop resources, materials and presentations for all picket training sessions beyond what is included in the Job Action Plan,
- Coordinate picketing practice, information pickets and rallies (without traffic disruption),
- Inform the Association membership of the Job Action Plan, excluding appendices, 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 test 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 Committee shall

- Coordinate sign-making with support from the Bargaining 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 Job Action Preparedness Committee shall 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.

Administrative Support

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