

**Academic Liaison Committee** facilitates communications on faculty-specific issues among Faculty Councils and General Faculties Council. There are seven members including Academic Liaison Officer. Representatives from specific faculties are elected in odd or even numbered years for two-year terms. Odd numbered years Bissett and Communications, Science and Technology and the Library. Even numbered years Arts, Health Community and Education, and GenEd/ADC.

**Advocacy Committee** develops strategies and engages in initiatives for influencing public policy and public opinion on post-secondary education, social justice issues, and other areas in which the MRFA policy on political activity authorizes the Association to express non-partisan political views. There are eight members including the Advocacy Officer and the Senior Administrative and Faculty Relations Officer. Three positions are elected each year for two-year terms.

**Awards Committee** makes recommendations to the Executive Board on potential recipients of the Distinguished Service Award and the MRFA Teaching Excellence Awards. *This committee does not have elected positions.* Committee members include previous winners of the award and members appointed by the Executive Board, PDC, FEC, and SAMRU.

**Audit and Finance Committee** reviews staff position descriptions, salaries and benefits, makes recommendations related to Staff Policies, reviews Executive Board workload and reassigned time allocations, submits quarterly financial updates to the Executive Board, reviews all expenditures and makes recommendations to ensure accountability of all related and contracted parties to ensure that a balanced budget is achieved at the fiscal year end, prepares a draft budget for submission to the Executive Board, makes recommendations to the Executive Board regarding transfers between the funds created by the applicable Bylaws, and liaises with the auditor and advises the Executive Board regarding issues raised by the auditor. *This committee does not have elected positions.* Committee members include the President, Treasurer, Senior Administrative and Faculty Relations Officer, and three regular members of the Association appointed by the Executive Board.

**Bargaining Communications Committee** at the direction of the Negotiating Committee, develops and disseminates materials to promote members' knowledge and awareness of bargaining processes and timelines as well as key issues at the bargaining table and any other communicated needed by the Negotiating Committee. *This committee does not have elected positions.* Committee members include the Communications Officer, the Labour Relations Officer, the Senior Administrative and Faculty Relations Officer, a member of the Negotiating Committee appointed by the Negotiating Committee and, three regular members of the Association, at least one of whom must be contract, appointed by the Executive Board for staggered three-year terms.

**Collective Bargaining Advisory Committee** offers advice to the Negotiating Committee on collective bargaining issues, including any issues about which the Negotiating Committee has requested advice, as the Negotiating Committee engages in collective bargaining, and as the Negotiating Committee prepares for collective bargaining in both non-bargaining and bargaining years. *This committee does not have elected positions.* Committee members include seven Regular Members in good standing appointed by the Executive Board to serve until the conclusion of the subsequent round of collective bargaining.

**Communications Committee** develops strategies and determines appropriate media for communicating information to the membership and facilitates the work of Department Communicators. There are seven members including the Communications Officer, the Senior Administrative and Faculty Relations Officer, and a Contract Faculty member elected in odd numbered years. Two members are elected each year for two-year terms.

**Equity, Diversity, and Inclusion Committee** recommends ways to enhance faculty, academic and institutional diversity at Mount Royal. There are nine members including the Diversity and Equity Officer, the MRFA Labour Relations Officer (non-voting) and Administrative Assistant (non-voting), three Regular Members elected each year for two-year terms.

**Faculty Evaluation Committee** advises the Executive Board with respect to principles, best practices, policies and procedures concerning the evaluation of pre-tenure, post-tenure, limited-term, senior lecturer, contract faculty and laboratory instructor work, including but not limited to the evaluation of teaching pursuant to the Evaluation of

Teaching article of the Collective Agreement. There are seven Regular Members on FEC, at least four of whom must be tenured and at least one must be contract. Four members are elected in odd numbered years and three members are elected in even numbered years. The MRFA Administrative Assistant also sits as a non-voting member of the committee.

**Faculty Centre Management Committee** assists the Executive Board in fulfilling its responsibilities for overseeing the management, use, maintenance and improvement of the Faculty Centre. *This committee does not have elected positions.* It is comprised of the President, the Treasurer, the Member Engagement Officer, the MRFA's Senior Administrative and Faculty Relations Officer, Administrative Assistant, and Faculty Centre Coordinator

**Grants Committee** allocates tuition refunds, selects MRFA scholarship recipients and approves scholarships for dependents and Contract Service Honorariums. There are six members including the Treasurer and Senior Administrative and Faculty Relations Officer, and two members are elected each year for two-year terms.

**Grievance Committee** assists the Executive Board in fulfilling its responsibilities for the processing and arbitration of grievances in accordance with the Grievance Procedure article of the Collective Agreement. *This committee does not have elected positions.* It has seven members including the Labour Relations Officer (non-voting), the Vice-President Policy and Senior Grievance Officer, the President, the Vice-Chair of the Negotiating Committee or designate, and three members appointed by the Executive Board, one of whom must be contract, to serve as Assistant Grievance Officers.

**Job Action Preparedness Committee** develops, reviews and implements a Job Action Plan with the aim to 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. All activities of the Job Action Preparedness Committee are subject to approval by the Executive Board. *This committee does not have elected positions.* The Committee is comprised of seven members including the Communications Officer, the Treasurer, the Labour Relations Officer (non-voting), the Senior Administrative and Faculty Relations Officer (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.

**Negotiating Committee** is responsible for collective bargaining. There are six members including the Labour Relations Officer (non-voting), the Vice President Negotiations and the Contract Faculty Member Representative. Of the three remaining members at least two are to be tenured one is elected in odd numbered years and two are elected in even numbered years for two-year terms.

**Member Engagement Committee** connects, informs, supports and recruits members, engages in new member outreach, facilitates member directed activities, including working groups where approved by the Executive Board, and coordinates the Tenure and Promotion Support Program. The Member Engagement Committee consists of the Senior Administrative and Faculty Relations Officer and Administrative Assistant, the Member Engagement Officer (chair), a Department Liaison, a member from the Diversity and Equity Committee, and ten (10) Regular Members of the Association in good standing: five (5) elected in odd numbered years and five (5) elected in even numbered years. Of the elected members, no more than three members may be from the same Faculty and up to five (5) members must be contract and up to 5 members must be full-time.

**Professional Development Committee** encourages and facilitates professional development and promotes excellence in teaching. There are ten members including the MRFA Senior Administrative and Faculty Relations Officer, the ADC Faculty Development Coordinator, and four are elected each year for two-year terms.

**Professional Standards and Ethics Committee** develops initiatives to support and educate members about professional and Association responsibilities. There are eight members including the MRFA Senior Administrative and Faculty Relations Officer (non-voting), the Labour Relations Officer (non-voting), three Regular Members elected each year for two-year terms – at least three of whom must be tenured.

**Social Events Committee** promotes and encourages the use of the Faculty Centre and organizes social functions. There are ten members including the Senior Administrative and Faculty Relations Officer, the Faculty Centre Coordinator, and three members elected each year for two-year terms at least one of whom must be a contract member elected in odd years.