



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Member Directed Working Groups Policy

Category: Operational Policy

Date last Revised: May 3, 2022

I. Overview

Bylaw article 10.17.3 requires the Association's Membership Engagement Committee to facilitate Member Directed Working Groups with the aim to provide members with the opportunity to engage with the Association on topics of interest to them.

This facilitation is subject to the processes and provisions outlined below:

II. Process

1. The Member Engagement Committee shall annually present a list of potential working group topics to the Membership at the September Regular Meeting. Additional topics may be added by members in attendance, by motion, during the meeting.
2. Members interested in creating a member directed working group shall submit a [form](#) which shall be reviewed by the Member Engagement Committee. The Committee shall submit a recommendation to the Executive Board, normally, within 20 business days.
3. The Executive Board shall be responsible for approving requests.
 - Approval is subject to the alignment of the Member Directed Working Group with the Association's mandate and the approved objectives, mission and vision of the Association.
 - Member Directed Working Groups that duplicate existing MRFA standing committee or working groups shall not normally be approved.

III. Facilitation Provided by the Association for Member Directed Working Groups

Once approved, established working groups may receive the following support from the Association Staff. All support shall only be provided on request, and it is up to committee members to submit the requests to office@mrfa.net.

- a) Meeting scheduling support – provided by the MRFA's Administrative Assistant,
- b) Room booking – meeting room access in the Faculty Centre – booked by the Administrative Assistant with priority over external groups, and
- c) Event catering in the Faculty Centre at cost – provided by the Faculty Centre Coordinator subject to availability.
- d) Communications Support – MRFA staff may convey communications from Member Directed Working Groups to the membership on request, in accordance with the MRFA Communications Policy, and with the approval of the Communications Officer or President. Such communications shall be restricted to the MRFA bulletin and the

internal MRFA Facebook page with exceptions considered at the discretion of the MRFA President.

IV. Limitations

- i.** Member Directed Working Groups shall normally be automatically renewed when the group communicates ongoing work of the Member Directed Working Group. The Association shall not provide funds, or support, to member directed working groups other than what is outlined in article III, above.
- ii.** Member Directed Working Groups have no authority to direct the work of the Association or its staff.
- iii.** Member Directed Working Groups do not speak for the Association; however, they may offer recommendations to the Executive Board.
- iv.** Member Directed Working Groups are autonomous: they will not be directed by the Association. They can create their own terms of reference and determine the composition of their membership.
- v.** Facilitation of a Member Directed Working Group may be withdrawn in the event that the group is found to have violated any of the Association's approved objectives, mission and vision statements. This withdrawal of facilitation services may be initiated by the submission of a recommendation to the Executive Board.

V. Related Committee

- Member Engagement Committee

VI. Related Policies

- Communications Policy
- Faculty Centre Rentals (booking access and catering)