



**Committee:** Member Engagement Committee

**Committee Sponsor:** Mount Royal Faculty Association

**Date last Revised:** May 3, 2022

### **Mandate**

The Member Engagement Committee shall connect, inform, support and recruit members, shall engage in new member outreach involving personal meetings with all new MRFA members, and may facilitate member directed activities, including working groups where approved by the Executive Board.

### **Authority**

The Member Engagement Committee is a standing committee of the Mount Royal Faculty Association. It recommends nominees and appointees to the Association's various committees and it submits recommendations for the Association facilitation of member directed working groups in accordance with related policy. The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval

### **Membership**

The Member Engagement Committee shall consist of:

- the Senior Administrative and Faculty Relations Officer and Administrative Assistant (both non-voting),
- the Member Engagement Officer (who shall be chair),
- a Department Liaison appointed annually in May by the Communications Committee,
- a member from and appointed by the Diversity and Equity Committee annually in May,
- and up to ten (10) Regular Members of the Association in good standing:
  - o five (5) elected in odd numbered years and five (5) elected in even numbered years.
  - o Of the elected members, no more than three members may be from the same Faculty
  - o Up to five (5) members must be contract (including one from each category: Sessional, Continuing, Clinical and Lab Instructor)
  - o Up to 5 members must be full-time (with representation from each category: Senior Lecturer or Permanent Lab Instructor, Limited Term (where possible), Assistant Professor, Associate Professor, and Full Professor).

All members of this committee shall participate in equity, diversity and inclusion training within three months of the start of their term.

The Committee shall annually appoint a vice-chair from among its elected members by June 15.

### **Meetings**

The Member Engagement Committee shall typically operate via subcommittees which shall be responsible for the activities listed below. The full Member Engagement Committee shall normally meet at least once per semester and additional meetings may be called as required by the chair. Quorum shall be six members of the committee, including the chair or vice-chair. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information. Subcommittees may include, but not be limited to New Member Outreach, Membership Outreach Campaigns, Member Directed Working Groups, and Nominations/Elections.

### **Expected Activities**

The Member Engagement Committee shall:

#### **Actively enhance member engagement:**

- connect, inform, support and recruit members in collaboration with other applicable MRFA Committees where appropriate;
- engage in new member outreach involving personal meetings with all new MRFA members;
- where appropriate and in accordance with the related MRFA policy, facilitate member directed activities, including working groups, where approved by the Executive Board; and
- receive and review the aggregate data from the annual MRFA Census, and other information where appropriate, to identify where further efforts are required for enhanced member engagement.

**Promote participation in and support colleagues through the MRFA, and related affiliations, nominations, elections and appointments processes:**

- promote MRFA, CAFA and CAUT Association elections, and seek out and encourage potential candidates for available positions as well as for potential award nominations;
- host an annual “Committee (Af)fair” to introduce faculty to MRFA committees;
- endeavour to ensure more candidates are nominated than the number of MRFA positions to be filled;
- endeavour to increase the representation of the membership’s diversity through the nominations process:
  - encourage members from all appointment categories, Academic Units and Faculties to seek nomination to MRFA committees;
  - consider all areas of diversity when encouraging members to seek nomination to MRFA committees including, but not limited to, membership in a visible minority group, ethno-cultural identity, sexual orientation, binary and non-binary gender, and family status;
  - provide support to potential candidates in drafting campaign statements and other aspects of the nominations process as applicable;
- confidentially track relevant information from previous elections and committee work which may support the efforts of the committee in subsequent years; and
- as requested by the Executive Board, make recommendations to the Executive Board on appointments to ad hoc committees.

**Other expectations and parameters for committee work**

- the Member Engagement Committee shall not, as a committee, endorse nominees;
- as Regular Members of the Association, committee members remain eligible to nominate candidates individually;
- members of the committee, not nominated for other Association positions, shall serve as vote sitters in MRFA elections, where applicable;
- members of the committee shall serve as vote sitters for ratification votes as required;
- members of the committee shall encourage colleagues’ direct involvement and participatory engagement in the work of the committee.

**Resources**

The committee may submit requests to the Executive Board for expenditures from the ‘Other MRFA Committees’ budget line. The Administrative Assistant shall serve as recording secretary for these meetings and provide support in data collection, entry and reporting.