



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

MRFA Committee Primer

2022-2023

Welcome Letter from the President

Thank you for your service to the Association on an MRFA Committee!

Your contribution is critical to the MRFA's provision of services and supports for members, the success of Association initiatives, and the enhancement of our community as we work together to provide high quality education for our students and defend our rights as faculty.

The MRFA Executive Board and staff team are here to support you, never hesitate to get in touch for any information or assistance needed to ensure the success of your committee's initiatives.

It is only through member engagement that the Association can move forward and your service is a large part of that. With sincere appreciation on behalf of all MRFA members, thank you for your contributions to the Association.

Regards,

Lee Easton

Lee Easton

President

Mount Royal Faculty Association

Contents

Introduction: MRFA Committees - The Heart of the Mount Royal Faculty Association.....	3
Equity Diversity and Inclusion	3
Overview of the Association	4
Governance Map.....	5
Committee Mechanics: Robert’s Rules, Meetings and the Role of the Chair.....	6
Relevant Sections of MRFA Documents.....	8
Committee Accountability	8
Committee Reporting	9
Communications Coordination	9
Committee Authority	9
Committee Elections and Vacancies	9
Committee Contact List	9
MRFA Key Documents.....	9
MRFA Committee Mandates	9
Tips to Avoid Role Confusion between Committees	10
Summary of Committee Mandates:.....	10
Committee Charters & Webpages	11
Staff Support for Committees.....	12
Current MRFA Staff Members.....	12
Staff Roles	12
Tips for Success.....	13
<i>Appendix 1.1 – Committee Meeting Agenda.....</i>	<i>15</i>
<i>Appendix 1.2 – Spring Transitional Meeting Agenda*.....</i>	<i>16</i>
<i>Appendix 1.3 – Fall Committee Orientation Meeting Agenda*.....</i>	<i>17</i>
<i>Appendix 2 – Annual Report Template*</i>	<i>18</i>
<i>Appendix 2.2 – Committee Chair Report Template</i>	<i>19</i>
<i>Appendix 3 – Committee Communications</i>	<i>20</i>
<i>Appendix 4 – Contract Service Honourarium Form.....</i>	<i>22</i>

Introduction: MRFA Committees - The Heart of the Mount Royal Faculty Association

MRFA committees are the heart of the Mount Royal Faculty Association. Its 19 Standing Committees offer members a range of opportunities to contribute to the Association and build

The service contributions of our members on these committees, as members and as committee Chairs, is highly valued by the Association and is integral in maintaining and increasing member engagement in, and support of, the Association.

the MRFA has developed this primer for committee members and Chairs.

Moving forward, it is the expectation that committees will compile resources and records as deemed appropriate to be maintained in the committee's shared drive. The purpose of developing these resources is to ensure continuity and transmission of knowledge to subsequent committee members.

Equity, Diversity, and Inclusion

The Mount Royal Faculty Association is committed to becoming a more inclusive organization that is welcoming to all its members. Achieving this goal requires ongoing dedication and courage to do the difficult work. As such, an EDI plan has been developed to guide the Association's work in this regard over the next several years. The [MRFA 2025 Plan](#) is broadly intended to provide a pathway for the Association to achieve its goals as outlined in the MRFA Bylaws. The overarching goal of the Plan is to create an organization that values healthy discussions, while ensuring all parties acknowledge the dignity, rights, and beliefs of its Association members.

This Plan identifies four key goals along with key performance indicators of success (KPIs) that will guide the Association and its Executive Board as it seeks to become a more equitable, inclusive, and welcoming organization. This means an ongoing commitment to ensuring our practices are anti-colonial and anti-discriminatory.

MRFA 2025 Goals:

1. Increase historically excluded members' engagement with the Association and representation on its committees and its Executive. Board.
2. Create, implement, and support inclusive, diverse, and equitable Association systems and structures.
3. Strengthen the Association's working environment to prioritize safety for its members and staff.
4. Build members' capacity to develop and implement EDI in the Association and across MRU
5. Ensure accountability within the Association to achieve goals 1-4.

The [MRFA 2025 Plan](#), the first annual report and related FAQs are available online at mrfa.net/mrfa-2025.

Overview of the Association



MRFA Vision

Progressive Educators Pursuing Excellence

MRFA Mission

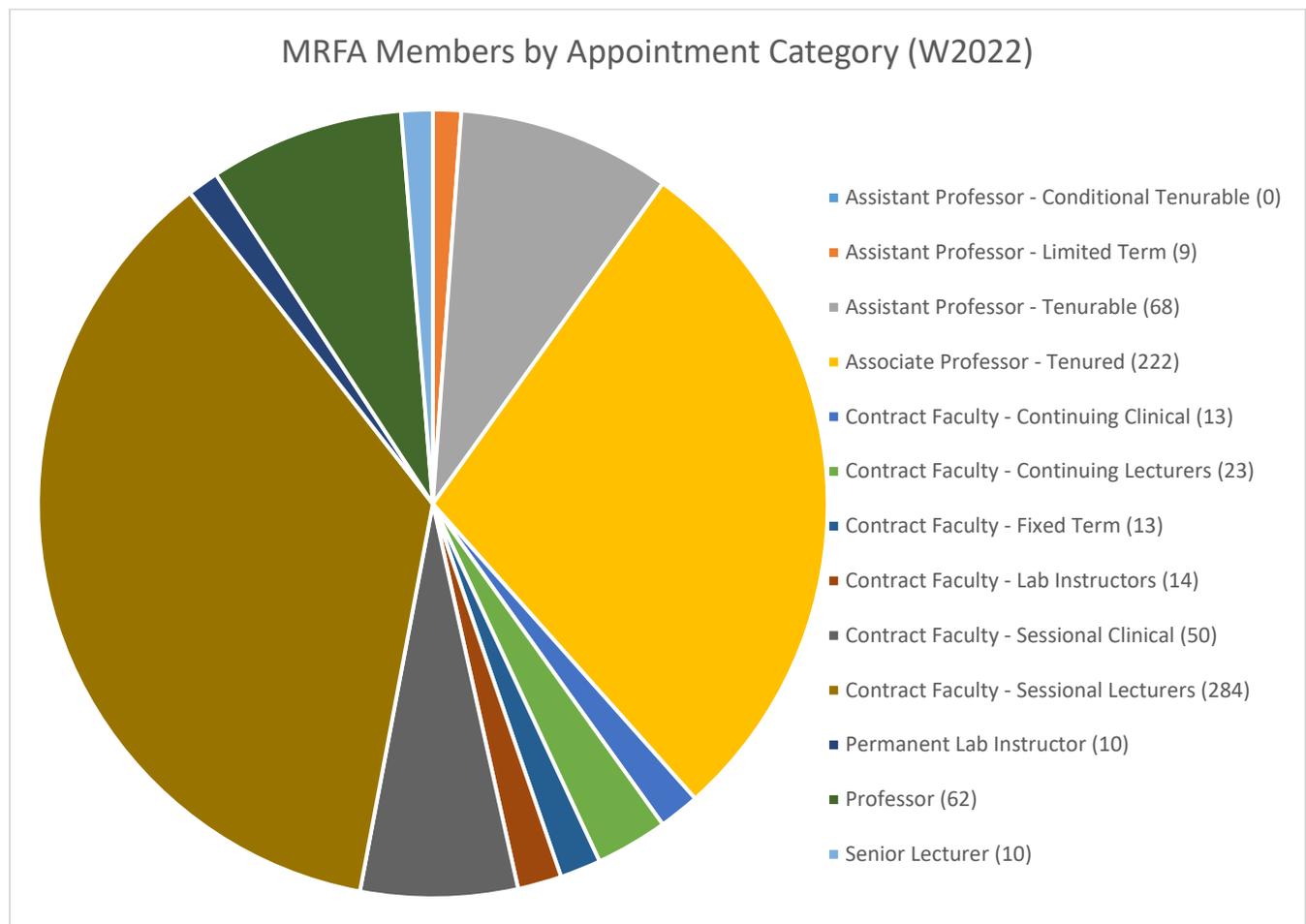
The Mount Royal Faculty Association provides a collective voice for faculty, promotes tenure and academic freedom, advocates for the highest standards of professionalism in higher education, and upholds the values of diversity, equity and human rights.

MRFA Origin Story

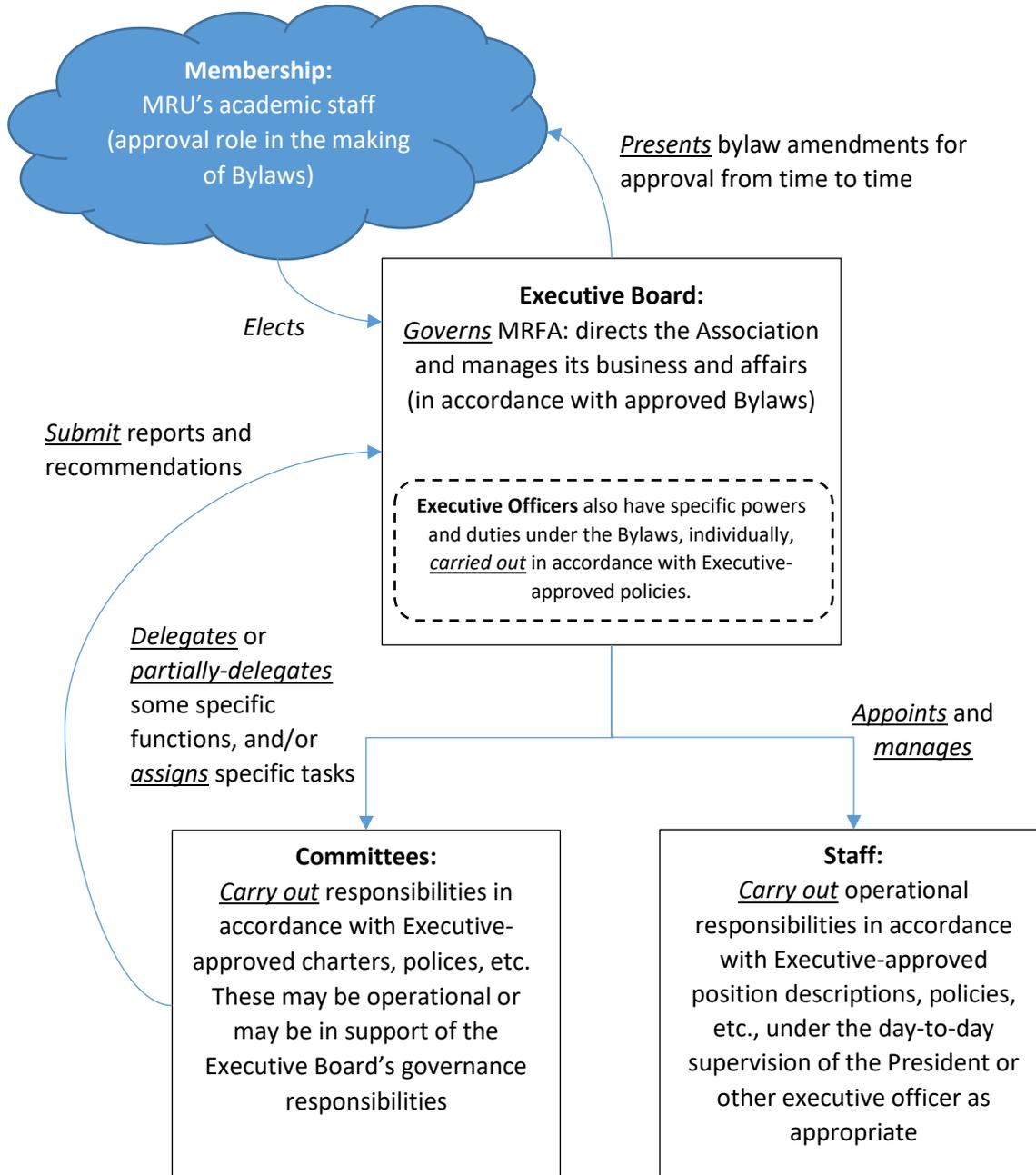
The Mount Royal Faculty Association is a dedicated community of educators who, together, champion excellence in undergraduate education and defend the rights and values of our faculty and students. For more than 50 years, the MRFA has remained committed to fostering a unique, progressive and supportive teaching and learning environment at Mount Royal University. We work relentlessly to uphold the collective interests of our members, our students and our broader community.

MRFA Membership

The MRFA membership consists of the following faculty members (current as of March 2022):



Governance Map



Association Governance – Organizing Model

	Organizing Model	Service (or Business) Model
Attitude toward employer	Defending members is most important.	Good relationship with management is most important.
Attitude toward members	Inclusive. Tries to reflect workforce in composition of union leadership.	Exclusive. Little turnover in leadership. Suspicious of newcomers.
Grievance handling	Tries to involve all members in the department.	Tries to settle without involvement of members.
Settling grievances	Make immediate supervisor settle by showing solidarity of workers.	Settle at highest level with company or through arbitration.
Selection of stewards	Election by co-workers.	Appointment by union leadership.
Bargaining	Large bargaining committee, constant flow of information to members.	Small committee, negotiations often kept secret until a settlement is reached.
Strategy and Tactics	Encourage initiative and creativity of members	Reluctant to involve members in bringing pressure on employers
Organizing the unorganized	Union represents all workers - organized and unorganized. In a constant state of organizing.	Unwilling and unable to organize. feels threatened by newly organized.
Members view of the union	Take personal responsibility for success or failure of the union.	An insurance policy or a "third party" to call on when they have a problem.

Committee Mechanics: Community Agreements

As part of the long-term goal to transform the MRFA into a more equitable, diverse, and inclusive Association, the MRFA is taking steps to ensure that all MRFA events are free of harassment and discrimination, and addressing the occurrences if and/or when harassment and discrimination take place. The Association is committed to upholding its obligations under the Collective Agreement to maintain a harassment free environment and not tolerate discrimination.

Community Agreements foster a supportive environment for Association members to work, discuss, and decide matters related to the Association business. Once made, Community Agreements will guide the specific Association activity in which they are made (meeting, professional development and/or social event or panel).

- As MRFA members, staff, and elected officers, we commit to one another and to the Association to observe and adhere to community agreements once they are developed.
- Although the Chair generally ensures that the Agreements are observed, the committee members ultimately have the responsibility to ensure that the Agreements are upheld.
- If there are recurring problems with respect to an individual not meeting Community Agreements, a complaint may be made via the Association's Complaints Policy.

Sample principles that may be included in Community Agreements are listed below. While discussing Community Agreements members are encouraged to consider their individual intersectional positionality as they arrive at the principles that are to be contained in the Community Agreements.

Sample Principles. We agree to:

- Recognize and value individual differences.
- Speak from our own experience and not invalidate others' experiences.
- Respect every person's right to withdraw consent to physical, mental, and/or intellectual interactions.
- Approach difficult topics with the aim of mutual understanding (not necessarily agreement).
- Recognize that our intention does not mitigate impact.

See appendix 6 for the Community Agreement Policy

Committee Mechanics: Robert's Rules and Staff Support

Successful committee work depends on each member's continued engagement and commitment as well as the Chair's leadership. As part of Committee members are expected to be available to attend scheduled meetings and to actively contribute to the committee's work. With this in mind, Most MRFA Committees function fairly informally while still following the basic requirements of Robert's Rules. For most MRFA standing committees, many decisions may be made by consensus rather than requiring formal motions; however, formal motions and processes are occasionally required with respect to decisions with significant monetary or procedural impact.

The MRFA staff are well versed in rules of order, wording formal motions, and navigating the MRFA structure; please utilize them as needed.

Complete copies of Robert's Rules are available to be lent out to Committee Chairs from the MRFA Offices. If you are interested, please inquire with the MRFA offices.

Whenever possible, agendas will be drafted and minutes will be taken by MRFA staff.

Agendas: Keeping the Committee on Track

MRFA staff may assist with drafting agendas, but these are, wherever possible to comply with the below requirements and should be reviewed by the committee Chair prior to distribution to the committee. Refer to Appendix 1 for template agendas for regular meetings of the committee, the transitional meeting in the Spring and the orientation meeting in the fall.

- Agenda items should be solicited from committee members in advance.
- Agendas and related documents should be circulated at least two business days in advance of committee meetings wherever possible.
- Agendas should include:

- Review and approval of the agenda;
- Review and approval of prior meeting minutes, where applicable;
- Business Arising, Unfinished Business and New Business (in that order).
- Closed sessions should be used in accordance with [MRFA Policy](#)
- An agenda outlining the committee's first meeting has been included (see Appendix 1) in order to ensure that foundational information is communicated to committee members.

Minutes

Committee minutes have two important functions. They serve as an official record of the committee's work but more importantly they are also key to maintaining a solid historical record that committees may consult as they address issues of concern. All approved minutes are submitted to the Executive Board for review and are filed in the Association's central files and Association staff can assist committee members in referring to archival records where needed.

All Committees are required to record minutes, and, with the exception of the Negotiating and Grievance Committees, approved minutes are to be submitted to the Executive Board through the appropriate MRFA staff member.

- Minutes should record:
 - Committee members present and absent;
 - All committee decisions and recommendations;
 - High level details with respect to committee initiatives and event planning which the Committee would require for continuity and/or which the Executive Board would require as pertinent information. Due to the informal and operational nature of some MRFA committee meetings, minutes may often include more detailed notes beyond what is listed above.

The Role of the Chair (in summary)

The Chair is responsible for setting the agenda, circulating the agenda and related documentation. The Chair is in charge of the meeting and directs what is discussed in the meeting. The Chair is responsible for ensuring the discussions remain on topic, that members are not distracted and that agreed to procedures are followed and decisions are recorded as required. Committees operate on a democratic basis: the Chair does not have more say relative to other committee members in committee decisions. The Chair typically does not put forward motions and does not vote, unless it is to break a tie. The Chair may provide reports to the committee where applicable, but such reports should follow the format outlined in appendix 2.2.

Relevant Sections of MRFA Documents

Committee Accountability and Mandates

Committee members must follow the accountability, confidentiality and reporting requirements as stipulated in the MRFA Bylaws (Article 11). **If there are concerns regarding any committee member's participation in the work of the committee, including the Committee Chair, procedures are detailed in the Removal, Resignation and Appointment article of the MRFA Bylaws (Article 13).**

Committee Reporting

In accordance with the MRFA Bylaws: “All Standing Committees shall be responsible to the Executive Board, shall report to the Executive Board on activities as requested and shall report to the membership of the Association at Regular Meetings and at the Annual General Meeting as required.” Reporting to the membership at the Annual General Meeting requires, at a minimum, a written annual report reviewing key activities and accomplishments (see template report in Appendix 2).

Communications Coordination

Committee communications must be developed and disseminated in accordance with the Association’s Communications [Policy](#) and be in line with the approved Communications Themes and scheduled in accordance with the process outlined in appendix 3.

Committee Authority

All committees operate at the direction of the Executive Board. Charters are approved by the Executive Board and direction from the Executive Board may be conveyed to committees as deemed appropriate. Committees may recommend to the Executive Board amendments to Committee charters or relevant policy and bylaw matters.

Committee Elections and Vacancies

Committee composition is detailed in the MRFA Bylaws and the Committee Charters, and, typically, half of all committee positions are elected annually. Committee Chairs are responsible for informing the MRFA of unanticipated committee vacancies, such as when a committee member is unable to complete their term on the committee due to a leave. Timely notice of such a vacancy should be submitted to the MRFA’s Senior Administrative and Faculty Relations Officer. Vacancies will be filled in accordance with the MRFA’s Bylaws and Policies and Procedures.

Committee Contact List

The Current Committee Contact List is available [online](#).

MRFA Key Documents

The following documents provide further information on Association and Committee processes. Questions and/or input can be directed to the MRFA’s Senior Administrative and Faculty Relations Officer. All current versions of these documents are available [online](#).

- MRFA Bylaws
- MRFA Policies and Procedures
- MRFA At-a-Glance
- Introduction to the MRFA (MRFA 101)

MRFA Committee Mandates

Due to the large number of committees involved in the work of the MRFA and since some committees’ mandates may occasionally be connected, it is important for all committee members to have a general sense of the work that is being done by other committees. Below is a summary of committee mandates and all committee charters are provided in the section that follows.

Tips to Avoid Role Confusion between Committees

- Review the summary of the MRFA committees' mandates and refer to detailed committee charters if clarification is needed.
- Committee members should be familiar with their committee's charter and are encouraged to inquire with the MRFA's Senior Administrative and Faculty Relations Officer for further information and/or context if needed.
- All Committees will have an MRFA staff member as an ex-officio member who may serve as liaison between committees as a source of information and clarification on committee roles.
- Where appropriate, committees are encouraged to support and/or work collaboratively with other MRFA committees where such work would streamline initiatives and/or enhance services for members while reducing committees' workloads and/or expenditures

Summary of Committee Mandates:

Academic Liaison Committee facilitates communications on faculty-specific issues among Faculty Councils and General Faculties Council.

Advocacy Committee develops strategies for influencing public policy 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.

Audit and Finance Committee assists the Executive Board in fulfilling its fiduciary responsibilities as an incorporation under the PSLA, as a deemed trade union under the Alberta Labour Relations Code, and as an employer.

Awards Committee makes recommendations to the Executive Board on potential recipients of the MRFA Teaching Excellence Awards.

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.

Bylaws and Governance Committee develops recommendations for amendments to the Association's Bylaws, Policies and Procedures Manual, and other official documents, and may make recommendations regarding other aspects of Association governance and organization.

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.

Communications Committee develops strategies and determines appropriate media for communicating information to the membership.

Equity, Diversity, and Inclusion Committee recommends ways to enhance faculty, academic and institutional diversity within the MRFA and at Mount Royal.

Faculty Centre Management Committee assists the Executive Board in fulfilling its responsibilities for overseeing the management, use, maintenance and improvement of the Faculty Centre, and makes recommendations to the Executive Board on matters relating to MRFA staff.

Faculty Evaluation Committee recommends policy and process on faculty evaluation and monitors the evaluation process.

Grants Committee allocates tuition refunds, selects MRFA scholarship recipients, approves Scholarships for Dependents and Contract Service Honorarium allocations.

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.

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.

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 Department Liaison network.

Negotiating Committee is responsible for collective bargaining.

Professional Development Committee encourages and facilitates professional development and promotes excellence in teaching, scholarship and service.

Professional Standards and Ethics Committee develops initiatives, events and resources to support and educate members about University, Association and other professional responsibilities of faculty as related to the Collective Agreement, Bylaws, and University and Association Policies.

Social Events Committee promotes and encourages the use of the Faculty Centre and organizes social functions.

Committee Charters & Webpages

All current committee charters are available online at their webpages which are linked below.

Committee Charters may be amended from time to time at the discretion of the Executive Board or as recommended to the Executive Board by resolution of the Committee. Charter amendments proposed by committees must be recorded in the official minutes of the committee and referred to the Executive Board through the MRFA's Senior Administrative and Faculty Relations Officer.

MRFA staff post committee materials on their webpages as appropriate. It is the responsibility of each committee to periodically review their webpage and send updates and/or additional documents, to the Senior Administrative and Faculty Relations Officer, to be posted as appropriate to ensure currency on the website.

Committee Webpages

- [Academic Liaison Committee](#)
- [Advocacy Committee](#)
- [Audit and Finance Committee](#)
- [Awards Committee](#)
- [Bylaws and Governance Committee](#)
- [Awards Committee](#)
- [Collective Bargaining Advisory Committee](#)
- [Communications Committee](#)
- [Diversity & Equity Committee](#)
- [Faculty Centre Management Committee](#)
- [Grants Committee](#)

- [Faculty Evaluation Committee](#)
- [Grievance Committee](#)
- [Member Engagement Committee](#)
- [Negotiating Committee](#)
- [Professional Development Committee](#)
- [Professional Standards and Ethics Committee](#)
- [Social Events Committee](#)
- [MRFA ad hoc Committees](#)
- [University Committees with Association Representatives](#)

Staff Support for Committees

Staff provide administrative support to the committees assigned as listed below. This support normally includes drafting agendas, preparing minutes, as well as identifying and following up on action items. Where possible, committee work should be done by elected members of committees.

Current MRFA Staff Members

Senior Administrative and Faculty Relations Officer	Chantelle Anderson	FacultyRelations@mrfa.net
Labour Relations Officer	Derrick Antson	LabourRelations@mrfa.net
Administrative Assistant	Joy Aigbe	Officer@mrfa.net
Faculty Centre Coordinator	Robert Mariani	FacultyCentre@mrfa.net

Staff Roles

- **Senior Administrative and Faculty Relations Officer** maintains financial records and key documents of the Association, supports the work of the Executive Board, facilitates and coordinates the work of other Association Staff, implements and manages association software, purchasing and IT, and develops, supports and implements Association initiatives, manages and maintains the association website and most Association communications, and primarily supports the following committees:
 - Executive Board
 - Advocacy Committee
 - Awards Committee
 - Bargaining Communications Committee
 - Bylaws and Governance Committee
 - Communications Committee
 - Grants Committee
 - Job Action Preparedness Committee
 - Member Engagement Committee
 - Professional Development Committee
 - Professional Standards & Ethics
 - Social Events Committee
 - Ad hoc Job Action Finance Committee
 - Ad hoc Retired Members Committee
- **Labour Relations Officer** provides support and advice to members with respect to their terms and conditions of employment, processes grievances in coordination with the VP Policy and Senior Grievance Officer, and primarily supports the work of the following committees:
 - Negotiating Committee
 - Grievance Committee
 - Collective Bargaining Advisory
 - Job Action Preparedness
 - Bargaining Communications Committee
 - Diversity and Equity Committee
 - Professional Standards & Ethics

- **Administrative Assistant** manages membership information and databases, provides scheduling support to all Association committees, facilitates scheduling and planning for meetings and events, and primarily supports the following committees:
 - Diversity and Equity Committee
 - Faculty Evaluation Committee
 - Academic Liaison Committee
 - Faculty Centre Management Committee
- **Faculty Centre Coordinator** plans menus for the Association, procures and prepares menu items, hosts weekly socials (**Members Rejuvenate on Friday Afternoons**), tracks inventory, revenue and expenses, and caters events in coordination with applicable committees, and primarily supports the work of the Social Events and Faculty Centre Management Committees

Tips for Success

The following points were mentioned in a prior Committee member survey and the following are some ways in which these matters can be addressed.

Members with any concerns, questions or feedback about their committee can contact the MRFA's Senior Administrative and Faculty Relations Officer, Chantelle Anderson, at 403-440-6192 or at facultyrelations@mrfa.net

Concern	Potential Remedy	More Information
A member on my Committee is not participating in the work of the committee	Request that the committee Chair speak with the member	Bylaws Article 11
I am too busy to be able to participate as fully as I would like to on my committee	Work with your Committee Chair to figure out creative and specific ways you can help. Can't attend meetings: take on some of the prep work. Can't facilitate events: develop event resources and materials.	Contact the Senior Administrative and Faculty Relations Officer for further advice and to brainstorm solutions.
The Committee Chair is not following parliamentary procedure (e.g. not providing or following agendas, controlling committee work etc.)	Have a conversation with the Chair or request that an MRFA staff member discuss the matter with the MRFA President in order to improve committee processes and refer the Chair to resources as needed.	This Primer Roberts Rules Books (available in FC)
My committee is not representative of the membership or requires a subject expert to be involved in the committee's work	Committees may request an additional member be appointed to serve on the committee in a non-voting advisory capacity	Bylaws Article 10.1.4
I am not sure that the work of the committee I am on is valuable	Refer to the Committee's charter to ensure your committee is on task	Committee Charters Contact the Senior Administrative and Faculty Relations Officer for further advice and to brainstorm solutions.

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Appendix 1.1 – Committee Meeting Agenda

**MRFA [Name] Committee
Meeting Agenda
[Month] [Day], [Year]
[Time] AM- [Time] PM**

Faculty Center Room #[1 /2]
Meeting Facilitator: [Chair's Name]
Invitees: [Committee members]

Call to Order

1. Approval of Agenda
2. Approval of Minutes – None.
3. Business Arising from the Minutes – None. [This section addresses new developments from the approved minutes].
4. Unfinished Business – None. [This section that address motions that were before the committee, but were not disposed of (for whatever reason) in earlier meetings].
5. Items for Action
 - a. Selection of Chair and Vice-Chair (if appropriate as per Committee Bylaws/Charter)
 - b. Introduction & Welcome of Committee Members
 - c. Review Documents
 - i. Collective Agreement
 - ii. MRFA Bylaws
 - iii. MRFA Policy & Procedures
 - iv. Committee Charter
 - v. [Previous Year's] Committee Annual Report
 - vi. Other documents of relevance to committee
 - d. MRFA Confidentiality Form [Encl. 1]
6. Items for Information
7. Items for Discussion
8. Adjournment

*Appendix 1.2 – Spring Transitional Meeting Agenda**

**MRFA [Name] Committee
Meeting Agenda
[Month] [Day], [Year]
[Time] AM- [Time] PM**

Faculty Center Room #[1 /2]
Meeting Facilitator: [Chair's Name]
Invitees: [Committee members]

Call to Order

1. Welcome from President
2. Approval of Agenda
3. Approval/Review of Minutes
4. Review of Committee Annual Report and Recommended Carry Forward Items (if any)
5. Review of Committee Charter
6. Appointment of Chair and Vice Chair for Subsequent Year (if applicable)
7. Initial Consideration of Events and Scheduling for the Subsequent Year
8. Sign and Submit Confidentiality Agreements
9. Date for August Orientation Meeting
10. Adjournment

*This meeting is to be held after the third Friday in May. All members on the committee and all those newly elected to the committee are to be invited.

*Appendix 1.3 – Fall Committee Orientation Meeting Agenda**

All MRFA Committee Members Present Meeting Agenda Date and Time

Google Meets / Location

Meeting Facilitator: **, MRFA President

Invitees: All Current MRFA Standing Committee Members (see committee contact list)

Call to Order

1. Welcome from President
2. Overview and the Year Ahead
3. Orientation to MRFA Committee Work (see Primer)
 - a. Role of Committees
 - b. Role of the Chair
 - c. Role of Association Staff
 - d. Reporting to the Executive Board and the Membership
4. Committee Work to be completed by the end of September
 - a. Elect the Chair (if applicable and not completed in the Spring)
 - b. Review plans for year and refer to [Communications Form](#).
 - c. Action Plans (template att.)
 - d. MRFA 2025 – (LINK)Draft EDI Plan
5. Revised Committee Roles in the Event of Job Action
6. Questions and Answers
7. Adjournment

[Post meeting Feedback Form](#)

For Information:

- [Committee Primer](#)
- [Policies and Procedures](#)
- [Committee Bylaws](#)
- [Committee Charters](#)
- [Committees' Annual Reports from 2021 AGM](#)

*This meeting is to be held before the 2nd week of Sept. and is scheduled for Aug. 25, 2021 – 12-1pm.

*Appendix 2 – Annual Report Template**

[Committee Name]
MRFA Committee Annual Report
[Date of AGM]

Committee Members

[List names alphabetically]

Committee Mandate

Summarize Committee mandate and items focused on in the given year.

Activities of the Year

Outline the major activities of the committee throughout the year. Provide a summary of expenses, if applicable.

Moving Forward

Detail the lessons learned, takeaways, and/or recommendations for the next year's Committee.

In Appreciation

Express gratitude for members' support/participation in the activities of the committee. Specifically thank those who contributed extensively to the work of the committee (event speakers/staff etc.)

Note – Committee reports are to be approved by the Committee prior to submission to the Executive Board.

*This template can also be used for interim reports to the Executive Board where these are required.

Appendix 2.2 – Committee Chair Report Template

[Committee Name]

MRFA Committee Chair Report*
[Meeting date]

Updates for Committee Members

[List items in order of relevance/importance]

Key Takeaways

Summarize the items the committee should focus on at this time.

Actions Required

Outline the tasks to be completed resulting from the updates included.

* It is important that time in committee meetings is reserved as much as possible for the committee to work together on committee initiatives, spending too much time within the meeting reporting to committee members can prevent members of the committee from engaging in the work of the committee. Therefore, written reports are encouraged and verbal reports in the meeting should take no more that 10 minutes of the meeting.

Appendix 3 – Committee Communications

MRFA Communications Themes

Type of Communication	Description of connected MRFA values	Slogan	Colour Scheme
Social	The MRFA is committed to fostering an inclusive community that builds connections across a diverse membership. Social events and recreational activities bring us together and strengthens our sense of collegiality . The MRFA aims to create a welcoming, inclusive, supportive and joyful work environment at Mount Royal.	Fostering Community	Light Blue - 42abe0 
Educational/PD	The MRFA needs members to be informed of the rights, privileges, and professional obligations they have as workers at Mount Royal University. The MRFA is committed to providing learning opportunities to members to help them in their academic careers. The MRFA connects members so that they might share expertise and learn from one another's experiences.	Learning Together	Dark Blue- 073352 
Bargaining/Advocacy	The MRFA stands for high quality, accessible post-secondary education. The Collective Agreement ensures we can deliver the educational experiences our students deserve, pursue meaningful scholarship, and attract and retain outstanding faculty. The MRFA advocates for the interests of members, students and the communities it serves: education is a public good.	Championing Quality PSE	Orange - e9a541 

MRFA Communications Coordination-Direction for Committee Chairs

To facilitate coordinated communications for all MRFA initiatives the following process is being implemented and is to be facilitated by Committee Chairs:

- When planning events, communications or other initiatives (e.g. posters, Graphics, surveys etc.), Committees must keep in mind their [Charter](#), the [bylaws](#), [policies](#), and the [MRFA Communications Themes](#) (see above)
 - All posters and graphics are to have the stamp provided that shall match the communication themes.
 - Stamps will be available here: Shared Drives/MRFA Committee Chairs Drive / Communications Themes

- After a Committee has approved an event or communication to the membership the Committee Chair will review the [Communication Schedule](#) to see when may be the best time to plan their communication to the membership

- Then, the Committee Chair will submit the approved poster/document to the Communications Officer and President via the [Communication Coordination Form](#)

- The Communications Officer will review the proposed communication and coordinate sending it out with the SAFRO
 - There may be recommended changes to committees' proposals due to other scheduled communications or plans and/or to ensure that the communication is in line with Association's vision and mission and has the appropriate tone etc.
 - Communications submitted via this form will be reviewed within 24 hours.

Appendix 4 – Contract Service Honourarium Form

Contract Service Honorarium Application Form

Service is not a workload requirement for contract faculty; however, contract faculty have many opportunities to participate in service activities. Per Article 14 of the [Collective Agreement](#), the Board provides \$20,000 annually to support contract faculty non-instructional (service) activities

Examples of eligible activities include (but are not limited to) the following:

- Institutional, academic unit, and discipline-specific planning meetings and task forces
- Participation in Faculty and institutional governance (Faculty Councils; General Faculties Council)
- Selection committees
- MRFA-Board joint committees and **MRFA committees**
- External services as a formal representative of MRU
- View this non-exhaustive list of [Service Opportunities at MRU by Type](#) for more information

Contract faculty wishing to request an honorarium must submit a completed form to office@mrfa.net by the second Friday in May each calendar year, documenting service work provided from May 1st of the previous calendar year to April 30th of the current calendar year. The annual grant will be distributed in May, proportionately based on the number of eligible honoraria submissions received.

Appendix 5 – Committee Action Plan

[Committee Name]

MRFA Committee Action Plan

[To be submitted to the Executive Board by the last Friday in September]

Committee Members

[List names alphabetically and list any subcommittees where applicable]

Committee Mandate

Summarize Committee mandate from charter.

Anticipated Areas of Focus for the Year

Outline the major activities the committee anticipates being engaged in throughout the year.

Provide a summary of projected expenses and/or required resources, if applicable.

Event Dates

List all dates for currently planned events (if applicable)

Input or Direction Requested

Committees seeking any specific feedback, guidance, and/or support from the Executive Board are welcome to indicate that here.

Note – Committee Action Plans are to be approved by the Committee prior to submission to the Executive Board.



Community Agreements Policy

Category: Operational Policies

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I. Overview

As part of the long-term goal to transform the MRFA into a more equitable, diverse, and inclusive Association, the MRFA is taking steps to ensure that all MRFA events are free of harassment and discrimination, and addressing the occurrences if and/or when harassment and discrimination

take place. The Association is committed to upholding its obligations under the Collective Agreement to maintain a harassment free environment and not tolerate discrimination.

Community Agreements foster a supportive environment for Association members to work, discuss, and decide matters related to the Association business. Once made, Community Agreements will guide the specific Association activity in which they are made (meeting, professional development and/or social event or panel).

II. Principles

- i. Community Agreements are designed to create a safe, respectful and supportive environment within the MRFA.
- ii. The Association is committed to creating an organization that is equitable, inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. The Association must do its utmost to provide a safe environment for members, staff and elected officers to carry out the Association's work.
- iii. Harassing or discriminatory behaviour undermines an individual's right to participate fully and equally in the work of MRFA as well as undermines the purposes and goals of our organization. Neither discrimination nor harassment shall be tolerated at any MRFA event.
- iv. There is no conflict between Community Agreements and Academic Freedom. In reference to article 23.5 of the Collective Agreement, it is imperative that members use their academic freedom in a responsible manner and in line with the MRFA standards of professional behaviour.

III. Definitions

Harassment is any vexatious comment or conduct against someone that is known or ought reasonably to be known to be unwelcome. It includes

harassment on the prohibited grounds identified under provincial human rights codes, as well as sexual, psychological and personal harassment.

Discrimination is the act of treating an individual or group differently, unfairly and usually to their detriment, because of their racial or ethnic origin, religion or belief, disability, age, sex, sexual orientation, or other personal characteristics.

Community Agreements articulate the values that shall guide how members in a particular committee, working group or meeting shall address the work that needs to be accomplished.

IV. Limitations - Related Legislation, Processes, and Governing Documents

- i.** Definitions, as provided above, are provided for guidance in Association activities and deliberations. Further reference should be made to applicable legislation and the Collective Agreement, both of which supersede this policy.
- ii.** Community Agreements work in conjunction with the rights and obligations outlined in the MRFA Bylaws, and applicable human rights legislation; they do not replace them.
- iii.** Issues arising in the University workplace, including meetings of academic units or University committees such as Faculty Councils or GFC, can be dealt with in accordance with the Workplace Environment and Grievance Procedure articles of the Collective Agreement and/or the applicable University policy or relevant provincial legislation.

V. Accountability

- i.** As MRFA members, staff, and elected officers, we commit to one another and to the Association to observe and adhere to community agreements once they are developed.
- ii.** Although the Chair generally ensures that the Agreements are observed, the committee members ultimately have the responsibility to ensure that the Agreements are upheld.
- iii.** If there are recurring problems with respect to an individual not meeting Community Agreements, a complaint may be made via the Association's Complaints Policy.

VI. Procedures

i. Development of Community Agreements for Committees of the Association

- i.** Each MRFA Committee shall develop its own principles to create a Community Agreement each academic year through a discussion that outlines how the committee will conduct its business. Sample principles are provided in the appendix.
- ii.** Once accepted by the Committee, these Community Agreements shall
 - 1.** be reviewed at the commencement of each meeting,
 - 2.** be posted on the MRFA website along with the Committee's charter, and
- iii.** The Chair has a responsibility to review the Agreement before each meeting and to ask whether there is a need to modify it.
- iv.** Concerns with the application of Community Agreements may be referred to the Complaints Policy (see also the Meeting Policy for more information).

ii. Application of Community Agreements in Association Events and Meetings of the Membership

- i. Community Agreements shall be included with the agenda for each event and meeting.
- ii. If a member objects to the Agreement in place for a meeting or event, and where the situation may not be expeditiously resolved at the meeting or event, the member may convey their concerns in writing to the Executive Board for consideration and response.
- iii. Refer to the Meeting Policy for more information on the application of Community Agreements in Association Events and Meetings.

Based on CUPE National Code of Conduct 2019

VII. Related Policies

Standards of Professional Conduct (in development)

Complaints Policy (in development)

Meetings Policy

Appendix – Sample Community Agreement

Sample principles that may be included in Community Agreements are listed below. While discussing Community Agreements members are encouraged to consider their individual intersectional positionality as they arrive at the principles that are to be contained in the Community Agreements.

Sample Principles. We agree to:

- Recognize and value individual differences.
- Speak from our own experience and not invalidate others' experiences.
- Respect every person's right to withdraw consent to physical, mental, and/or intellectual interactions.
- Approach difficult topics with the aim of mutual understanding (not necessarily agreement).
- Recognize that our intention does not mitigate impact.