



Committee: Job Action Finance Committee
Committee Sponsor: Mount Royal Faculty Association
Date last Revised: May 12, 2023

Mandate

Based upon initial budget considerations and strike pay provisions approved by the Executive Board, the Job Action Finance Committee shall be responsible for developing a detailed job action budget for approval by the Executive Board. Leading up to and during job action, the committee shall monitor expenses against the budget and recommend amendments to the budget as appropriate, subject to approval by the Executive Board. Following the conclusion of job action, the committee shall submit financial results to the Executive Board, and, then, to the membership at the direction of the Executive Board.

Authority

The Job Action Finance Committee is a committee of the Mount Royal Faculty Association that reports to the Executive Board. The committee shall be struck in September of a bargaining year.

Membership

The Job Action Finance Committee shall consist of the following:

- the Finance Officer who shall be Chair,
- the Senior Administrative and Faculty Relations Officer (non-voting),
- one member appointed from and by the Collective Bargaining Caucus, and two members appointed by the Executive Board with applicable experience and/or expertise

Meetings

Meetings shall be called by the Chair, and the committee shall meet as required (this may include multiple meetings per week during job action). Quorum shall 50% of current committee membership + 1, including either the Chair or Vice-Chair, as well as the Senior Administrative and Faculty Relations Officer. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

Expected Activities and Timeline

- Maintaining the Strike Budget:
 - Review the Job Action Plan and finalize a budget for a three week strike (refer to Job Action Plan appendix). The budget is to be submitted to the Executive Board for approval at least two weeks in advance of a strike vote.
 - Determine the capacity of the MRFA's Contingency Fund, and any other funds made available by external agencies as acquired by the Executive Board, to cover the expenses related to any potential job action.
 - Submit recommendation(s) with rationale(s), as appropriate, to the Executive Board regarding applying for funds from external agencies, such as the CAUT Defense Fund
 - Review records of strike expenditures on a weekly basis as provided by the Senior Administrative and Faculty Relations Officer.
 - Be prepared to present a summary of expenses to the Executive Board no later than two weeks following the conclusion of job action, and to the membership at a time to be determined by the Executive Board.
- Facilitating Strike Pay in accordance with the MRFA's *Strike Pay* Policy:
 - Review the MRFA *Strike Pay Policy* and make recommendations, if appropriate, to the Executive Board no later than two weeks in advance of a strike vote.
 - Track member participation for strike pay using picket sign-in sheets which have been reviewed and submitted by picket captains.
- Provide a form letter to faculty members which they could convey to their banks regarding the interruption in their salary and the request to suspend mortgage and/or debt payments (appendix X.6)

Administrative Support

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