



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Retired Associates Policy

**Category:** Member Benefits

**Date last Revised:** April 6, 2023

### I. Overview

This policy outlines provision of benefits, including access to services and events, for Retired Members.

### II. Definitions

A member is deemed to have retired when the employee has been a member of the Association for a minimum of two years, not necessarily consecutively, and has indicated their intent to retire.

### III. Retired Associate Benefits

#### i. Annual MRFA Retirement Celebration

- The Association will annually host a retirement celebration in the Spring to recognize the valued contributions of our departing members.
- The budget for this event shall be reviewed annually by the Audit and Finance Committee.

#### ii. Access to MRFA Retired Associate Committee Events

- Invitations to these events shall be sent by email after event details have been approved by the Retired Associate Committee and in accordance with the Association's Communications Policy.
- Events planned by this committee will be accessible in hybrid format wherever possible.
- Invitations to Retired Associate Committee events are only sent to retired members and members who have indicated their intent to retire within the next 12 months. Currently active members are welcome to attend events when held in person at the Faculty Centre.

#### iii. Attendance at Social and PD Events

- In accordance with Association Bylaws, Retired Associates are welcome to attend Social and PD events of the Association.
- Retired Associates will receive notice of these events by email either by copy of individual event announcements and/or via the occasional delivery of the MRFA Weekly Bulletin which shall normally be sent to Retired Associates once a month.

#### iv. Access to the Faculty Centre

- Retired Associates are welcome to access the centre for lunch, Friday afternoon socials, and all other Social and PD events held in the space.

- Retired Associates are eligible to book the Faculty Centre in accordance with the [Faculty Centre Booking Policy](#) and via the [room booking form](#).

#### **v. Membership on the Retired Associates Facebook Page**

- All Retired Associates of the Association will be sent an invitation to join the Retired Associates' Facebook page.

### **IV. Limitations**

- With the exception of the Retired Associates' Committee and the Awards Committee, Retired Associates are not eligible to be nominated to Committee and/or Executive Board Positions, and retired members are not eligible to vote in membership meetings, in elections, or in ratification votes. Retired members have only those privileges explicitly conveyed in the Bylaws and in this policy
- Retired Associates are not eligible to remain in the MRFA Private Facebook group
- Retired Associates are not eligible to maintain their mrfa.net accounts.

### **V. Procedures**

- The Administrative Specialist is responsible for reaching out to all applicable University departments (including Academic Affairs, Human Resources, and all Academic Units) to compile a complete list of retiring members: Full time and contract members.
- The Administrative Specialist is responsible for updating accounts on the MRFA private Facebook page, the MRFA Retired Members page, and on mrfa.net.
- The Administrative Specialist is responsible for updating all applicable MRFA distribution lists. To maintain an up-to-date list of retired members' email addresses, the Administrative Specialist shall include a request for personal email addresses from retiring members.
- The Administrative Specialist will, in consultation with the Senior Administrative and Faculty Relations Officer, coordinate communication with retiring members including the sending of invitations and tracking attendance for the annual retirement celebration. Those who are unable to attend the retirement celebration shall be eligible, on request, to receive the same gift basket as was provided at the event.