



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Retired Associates Policy

**Category:** Member Benefits  
**Date last Revised:** September 2023  
**Scheduled for Review:** Spring 2026

### I. Overview

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

### II. Definitions

An individual is deemed to have retired when they have 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 the MRU Faculty Retirees' Association Events

- The Senior Administrative and Faculty Relations Officer shall send invitations to these events, by email, after event details have been approved by the MRU Faculty Retirees' Association.
- Invitations to MRU Faculty Retirees' Association events are only sent to Retired Associates and current MRFA 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 MRFA 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 via inclusion in the occasional newsletters sent by the MRU Faculty Retirees' Association.

#### 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**

- 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 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.