



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Review of Association Operations

Category: Operational Policies

Date Last Revised: February 2024

Date Scheduled for Review: Spring 2024

I. Overview

The Association aims to be an organization where open dialogue is possible, where all parties acknowledge the dignity, needs, and beliefs of all, and where the structures are in place that can be trusted to guarantee inclusive spaces.

This policy has been developed by the Association with the intent to ensure accountability of the Association in its operations by conducting a cyclical review of MRFA Committees, social events, by-laws, policies, and procedures through an EDI lens.

II. Annual Operational Review Procedure

The Association shall annually in the Fall review operations from the year with the aim to assess inclusivity, diversity, equity, and accessibility of all Association operations.

This review shall include but not be limited to the following:

1. Reviewing Committee composition to assess representation of the membership
 - a. This will entail first a review of Association demographic information, gathered from the annual census, to establish baselines
 - b. A comparison shall then be conducted to ensure that the composition of Association Committees reflects the demographic composition of the membership
 - c. A further review shall be conducted regarding specific representational considerations in relation to specific committee mandates (e.g., that the Member Engagement Committee represents a broad range of the membership to better be able to connect with all members).
2. All Annual Reports of Committees shall be reviewed with an EDI lens to assess where improvements were made in relation to the inclusivity, diversity, equity, and accessibility of committee work, activities, and/or events.
3. All Committee and Executive Board Member Exit Interview forms, and in-person interviews, shall be reviewed to ascertain if there were any negative experiences for members relating to EDI considerations.

III. Review of Meetings and Events

For every Association meeting and event, the Association shall, where possible given staff workload, conduct a review of Association operations using this [form](#) with the aim to assess inclusivity, diversity, equity, and accessibility of all Association operations. This review shall include but not be limited to all Events, Regular Meetings, and the Annual General Meeting, should be assessed to ensure that they met the following requirements:

- A. Scheduling requirements as outlined in the Association Bylaws,
- B. Universal Design requirements as outlined in Association Policies,
- C. Adherence to Community Agreements and management of difficult conversations (when/where applicable), and
- D. Recommendations from the EDI Committee and/or IDEA Council

IV. Timeline

- A. Input will be sought from the membership annually in the Spring via a Question of the Week
- B. The review of meetings and events shall be conducted on an ongoing basis by the Senior Administrative and Faculty Relations Officer
- C. The annual review shall be performed by the Administrative Specialist between October 1 and November 30
- D. A combined report shall be submitted to the President for review by December 1.
- E. The final report shall be submitted to the Executive Board, and the Executive Board may further disseminate some/all of the report to related committees.
- F. The Executive Board shall provide an update to the membership at a winter regular meeting on the outcomes of the annual cyclical review and outcomes and/or changes shall be included in the MRFA 2025 annual report.

V. Related Policies and Committees

- All MRFA governing documents
- All Association Committees
- All Association Activities