

THE ROLE OF AN MRFA DEPARTMENT LIAISON

WITH SUGGESTIONS FOR EFFECTIVELY ENGAGING COLLEAGUES



STAY INFORMED

- Participate in four Departmental Liaison meetings annually.
- Read the Weekly Bulletin
- Attend all MRFA Meetings and ensure representation from your Department if you will be absent.
- Attend MRFA sessions to enhance knowledge of labor relations and MRFA-related matters.
- Be familiar with the Collective Agreement and other Key Documents of the Association



MEMBER OUTREACH

Refer to the Member **Outreach Process Chart** for links for the current year's outreach documents and targets.

1. See list of members to reach out to,
2. Send an email to those members,
3. Meet individually with the members who respond,*
4. Record members' concerns/input to the MRFA if applicable.
5. Indicate which members you met with and which did not respond.

* Coffee, snacks, and resource materials are available in the Faculty Centre with advance notice of meeting time (email day & time to office@mrfa.net).



INFORMATION LIAISON

- Communicate outcomes of MRFA meetings to your department
- Disseminate pertinent info. from the Weekly Bulletin to interested colleagues
- Follow up promptly on requests from MESC
- Act as a two-way communication channel between your department and colleagues and the MRFA.
- Direct members with questions appropriately.



SUPPORT COLLEAGUES

- Promote the MRFA's union role and encourage members to seek assistance when needed.
- Be familiar with the Academic Responsibility Concerns (ARC) Form.
 - Submit ARC forms to the MRFA, or
 - Assist Members in completing ARC forms to report concerns to the MRFA.
- Monitor & report trends or issues which may violate the CA or disadvantage Members.



TIPS TO CONNECT

- Introduce yourself to Colleagues
- Display the Department Liaison door sign.
- Maintain an email list for your area
- Report on MRFA info. at department meetings.
- Post monthly talking points on your door
- Promote MRFA engagements with thought given to Members' constraints.
- Consider effective means of communicating: where possible, refrain from merely forwarding emails.