Executive Board Position Descriptions

Category:	Operational Policy
Date Last Revised:	Fall 2026
Scheduled for Review:	Spring 2028

I. Overview

This policy, specifically the position descriptions provided in its appendices, provides a detailed account of the responsibilities of each member of the MRFA Executive Board. Officers shall be responsible for fulfilling their roles as outlined herein, and in Association Bylaws, and for other duties where assigned by the Executive Board. A high level overview of each Executive Board position is included in the Member approved Bylaws of the Association.

II. Principles

The purpose of this policy is to move unnecessary details from the Bylaws to policy to better facilitate a flexible approach to the work of the MRFA Executive Board while ensuring that the needs of the Membership are met and that the work taken on by the Association is supported by the Membership.

Substantive changes to the overall scope of work expected of MRFA Officers requires Bylaws amendment.

The position descriptions outlined in the appendices highlight the significant amount of work involved in service roles within the MRFA. While reassigned time is provided to accommodate these responsibilities, it is important to note that this time is not intended to cover the full workload associated with these roles.

- Full-time faculty engaged in MRFA service are expected to account for this service as part of their MRU-compensated workload, as per the Collective Agreement.
- Contract faculty engaged in MRFA services receive additional 16 SICH for these roles because service is not part of their MRU compensated workload.

The reassigned time serves as a mechanism to create space for these responsibilities but does not encompass all the time and effort required to fulfill the demands of the positions.

III. Equity, Diversity, Inclusion, and Accessibility

All Officers, regardless of their position, are responsible to consider their work and that of their committees from an EDIA lens, and are responsible for reporting on work done to advance EDIA efforts within the Association.

IV. Related Policies and Committees - Executive Board Accountability and Primer

Given that the “Executive Board of the Association [is] vested with the full responsibility for the overall governance, direction, business, and all affairs of the Association” all Committees and policies are related to the work of all members of the Executive Board. All members of the Executive Board are, therefore, responsible for being aware of Association policies and committee charters and processes. The Executive Board Primer and Committee Primer are

provided to Executive Board Members annually to ensure they are able to fulfill their responsibilities to the Association and its Membership.

V. Appendices - Position Descriptions for Executive Board Members

1. Academic Policy and Governance Officer
2. Advocacy Officer
3. Communications Officer
4. Contract Member Officer
5. Equity, Diversity, Inclusion, and Accessibility Officer
6. Finance Officer
7. Immediate Past President
8. Member Engagement Officer
9. Negotiations Officer
10. President
11. Senior Grievance and Workplace Wellness Officer

Appendix 1: Academic Policy and Governance Officer

Role Description:
Academic Policy and Governance Officer

Overview:
The Academic Policy and Governance Officer (APGO) shall be a Member in good standing dedicated to ensuring that University governance and policy changes align with Members' interests and and students' interests wherever possible. This Officer monitors University governance issues impacting Members' employment terms, academic freedom, and working conditions, with a term of two years beginning June 15 in the election year, as outlined in the Bylaws. *The Member serving in this capacity should be a General Faculties Council (GFC) Councillor.*

Authority:
The APGO acts as the Association's liaison among Faculty Councils and GFC, providing oversight on academic governance and policy matters and support to Members who serve as Faculty Councillors on GFC. The APGO is expected to approach academic governance discussions with an EDI lens to ensure the concerns of marginalized / underrepresented member groups are considered at GFC.

Related Committee Roles:
The Officer Chairs the Bylaws and Policies Committee (BPC) and sits on the Academic Standards Committee (ASC) of GFC, and conveys Member concerns on faculty working conditions to the Academic Standards Committee as directed by the Executive Board. Bylaws and Policy Committee Charter (GFC) Academic Standards Committee

Expected Activities:
- Assist the President in tracking changes to University policies and governance initiatives that could impact the employment terms, academic freedom, and Collective Agreement provisions for Members.
    - Without limiting the discretion of the APGO and/or the Association, where University policies or proposed policy changes impact faculty, the APGO shall normally generate a response to the policy, convey the draft to the Executive Board for approval, and then, submit the policy feedback to the University on behalf of the Association.
- Serve as the primary liaison between the Association, Faculty Councils, and GFC to foster information sharing and ensure policies align with Members' interests.
- Review monthly GFC packages, develop discussion notes and lead the discussion at pre-GFC meetings. Based on the discussion, the APGO shall develop Quick Takes for distribution to GFC Councillors
- Serve as vice -parliamentarian to support the operation and conduct of Association meetings in compliance with MRFA bylaws and Robert's Rules of Order
- Seek out engaged GFC members to support in this work (e.g to recommend a member to the Executive Board to serve as vice-chair of the pre-GFC meetings)
- Participate on GFC's Academic Standards Committee, providing recommendations on faculty work conditions in consultation with the Executive Board.

Reporting:
- The APGO shall report to the Membership as needed throughout the year when there are policies or matters at GFC of particular importance to faculty and shall encourage faculty to support faculty and student interests, where appropriate.
- The APGO shall communicate with the Membership and GFC Councillors monthly with respect to GFC packages and Quick Takes.
- The APGO shall submit an annual report on their work on the Executive Board as an Officer of the Association (an annual Officer's Report).

Reassigned Time and Time Commitment:
The Academic Policy and Governance Officer of the Association shall receive 96 SICH reassigned time per year in accordance with article 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract member. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend This role is anticipated to take 12-17 hours per month.

Appendix 2: Advocacy Officer

Role Description: Advocacy Officer

Overview:
The Advocacy Officer shall be a Member in good standing and shall serve a two-year term, beginning on June 15 of the election year, as outlined in the Elections articles of the Bylaws. The primary responsibility of the Advocacy Officer is to develop and execute advocacy initiatives that align with the Association's mission, policies, and procedures, in consultation with the President, Advocacy and Communications Committee (ACC), and MRU Coalition. Further, the Advocacy Officer represents the Association externally through CAFA and in the Association's government relations activities.

Authority:
The Advocacy Officer, after notifying the President, holds the authority to approve and release advocacy materials (excluding press releases) on behalf of the Association. Whereas the MRFA President is the primary spokesperson for the Association, the Advocacy Officer may provide supporting information to media outlets and other relevant organizations and individuals outside of Mount Royal University and the Association to further the Association's Member approved advocacy goals.

Related Committee Roles:
The Advocacy Officer chairs the Advocacy Committee and holds membership in both the Bargaining Coordination Committee (BCC) and the MRU Coalition. The Officer also serves as an MRFA delegate to the Confederation of Alberta Faculty Associations (CAFA). The Advocacy Officer and Communications Officer shall meet occasionally and as needed throughout the year to ensure the efforts of the Advocacy and Communications Committees are aligned and fully supported.

- Advocacy Committee Charter
- Bargaining Coordination Committee Charter
- MRU Coalition Charter
- Confederation of Alberta Faculty Associations (CAFA) website

Expected Activities:
- Develop and execute advocacy campaigns in alignment with Association policies and Article 10.3 (Advocacy Committee) *in a politically non-partisan manner.*
- In collaboration with the ACC, create materials for external communication supporting approved advocacy campaigns.
- Support the President in preparing press releases as necessary.
- Maintain open communication with the President and other MRFA committees to ensure consistency and alignment of advocacy initiatives with Association goals.

Reporting:
- The Advocacy Officer shall report to and seek approval from the Executive Board, where applicable, on advocacy Initiatives.
- The Advocacy Officer shall report to the Membership, as needed, on advocacy initiatives.
- The Advocacy Officer shall submit an annual report for their role as an Officer on the Executive Board (annual Officer's Report) and shall ensure the Advocacy Committee submits a report (annual Committee Report) for its work for inclusion in the AGM package.

Reassigned Time and Time Commitment:
The Advocacy Officer of the Association shall receive 96 SICH reassigned time per year in accordance with article 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract member. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 48 SICH stipend. This role is anticipated to take 12-17 hours per month.

Appendix 3: Communications Officer

Role Description: Communications Officer

Overview:
The Communications Officer shall be a Member in good standing, serving a two-year term starting June 15 of the election year, as stipulated in the Elections articles of the Bylaws. This Officer is primarily responsible for developing and executing non-routine communications with Association members.

Authority:
The Communications Officer is responsible for all non-routine communications with the membership, in close collaboration with the President, and may be assigned additional communications duties by the Executive Board and/or in consultation with the Communications Committee. They also maintain and oversee the integrity of official records, ensuring accurate and timely documentation of Association and Executive Board activities.

Related Committee Roles:
The Communications Officer chairs the Communications Committee(CC), serves as vice-chair of the Social Events Committee (SEC), and is a member of the Bargaining Coordination Committee (BCC), supporting effective communication and event planning efforts within these groups. The Advocacy Officer and Communications Officer shall meet occasionally and as needed throughout the year to ensure the efforts of the Advocacy and Communications Committees are aligned and fully supported.

- Communications Committee Charter
- Bargaining Coordination Committee Charter
- Social Events Committee Charter

Expected Activities:
- Oversee and execute non-routine communications with members, including announcements and updates as needed as well as the annual MRFA yearbook.
- Collaborate with the President to plan and coordinate communication strategies to engage the membership.
- Assist with or manage additional communications tasks as directed by the Executive Board.
- Oversee and sign off on the official record of Minutes of the Executive Board and the Association, and for official documents including the Bylaws and Policies and Procedures Manual.

Reporting:
- The Communications Officer shall submit an annual report for their role as Officer on the Executive Board (annual Officer's Report) and ensure the CC and SEC submit reports for their work (annual Committee Reports) for inclusion in the AGM package.

Reassigned Time and Time Commitment:
The Communications Officer of the Association shall normally receive 96 SICH reassigned time per year in accordance with article 13.4.5 and 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract member. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend. This role is anticipated to take 12-17 hours per month.

Appendix 4: Contract Member Officer

Role Description: Contract Member Officer

Overview:
The Contract Member Officer (CMO) shall be a contract Member in good standing, serving a two-year term starting on June 15 of the election year as outlined in the Elections articles of the Bylaws. This Officer is responsible for facilitating communication between the Association and Contract Members, representing Contract Members in grievances and related processes, as well as facilitating information sessions for Contract Members and ensuring that information resources for Contract Members are current and accessible.

Authority:
The CMO monitors and reviews the Association's resources, along with relevant information provided by the University and its Human Resources Department, to verify that materials are up-to-date and easily available to Contract Members. This Officer serves as a point of contact for Contract Member concerns and advocacy within the Association.

Related Committee Roles:
The CMO serves as vice-chair of the Grievance Committee, is a member of the Collective Bargaining Caucusand the Long-Term Bargaining Goals Review Committee, and may be appointed to the Bargaining Team, as specified in the Bargaining Team articles of the Bylaws,

- Collective Bargaining Policy and Procedures
    - Collective Bargaining Caucus Charter
    - Bargaining Committee Charter
    - Long-Term Bargaining Goals Review Committee Charter
- Grievance Committee Charter

Expected Activities:
- Facilitate effective communication between Contract Members and the Association:
    - ensure that Contract Members' voices and perspectives are represented in Association spaces, and
    - convey at least four communications annually directly from the Contract Member Officer to Contract Members.
- Oversee and update information resources for Contract Members, coordinating with the University and Human Resources as needed.
- Engage with Contract Members to understand and advocate for their needs and concerns.
- Support the Grievance Committee and participate in bargaining activities according to Bylaws and related Association policies.

- Support the President in Contract Member-related activities and perform additional duties as directed by the Executive Board.

Reporting:
- The CMO shall report to the Membership, as needed, on matters specifically affecting Contract Members.
- The CMO shall submit an annual report for their role as an Officer on the Executive Board (annual Officer's Report).

Reassigned Time and Time Commitment:
The Contract Member Officer shall normally receive an annual honorarium of 112 SICH paid at step 6 credential 3 of the contract employee lecturer hourly rate schedule for serving on the Executive Board. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend. This role is anticipated to take 12-25 hours per month (varies substantially whether or not bargaining is ongoing and whether the CMO is appointed to the Bargaining Team).

Appendix 5: Equity Diversity, Inclusion, and Accessibility Officer

Role Description: Equity, Diversity, Inclusion, and Accessibility Officer

Overview
The Equity, Diversity, Inclusion, and Accessibility Officer (EDIAO) is a Member in good standing within the Association, with at least one year prior experience on an EDIA related committee, who plays a central role in promoting principles of equity, diversity, inclusion, and accessibility (EDIA) among faculty, the academic body, and the broader institutional community. The EDIAO provides guidance to the Executive Board and its Standing Committees on best practices for fostering diversity, supporting underrepresented groups, and identifying areas where policies and support mechanisms can be enhanced to achieve greater equity. The EDIAO serves a two-year term starting on June 15 of the election year as outlined in the Elections articles of the Bylaws.

Authority
The EDIAO advises the Executive Board on issues and initiatives related to EDIA and may serve as an initial point of contact for Members with specific concerns regarding diversity or equity. This role includes tracking these concerns and, if necessary, referring issues involving the Collective Agreement to the Senior Grievance and Workplace Wellness Officer or the Labour Relations Officer.

Related Committee Roles
The EDIAO is responsible for chairing the Equity, Diversity, and Inclusion Committee (EDIAC) and is also a member of the Joint Equity Diversity and Inclusion Committee (JEDIC). This dual committee role helps the EDIAO gather and represent the views of underrepresented groups and develop initiatives that advance the Association's commitment to diversity.

- MRFA EDIA
- MRFA IDEA Advisory Network Policy

Expected Activities
- Advise the Executive Board and Standing Committees on EDIA principles and practices.
- Monitor and update the MRFA EDIA Plan.
- Support and represent diverse groups across the Membership.
- Engage in activities and initiatives that improve equity and opportunities for all Members.
- Identify and address gaps in Association policies, support services, and community resources.
- Track EDIA-related concerns and referring issues involving the Collective Agreement as appropriate.
- Actively solicit and represent the perspectives of underrepresented Members within the Association.

Reporting:
- The EDIAO shall report to the Membership, as needed, on matters related to EDIA on campus.
- The EDIAO shall ensure that an annual report is provided on progress on the MRFA's 2030 EDIA Plan.
- The EDIAO shall submit an annual report for their role as an Officer on the Executive Board (annual Officer's Report) and shall ensure that the EDIA Committee submits a report for inclusion in the AGM package (annual Committee Reports).

Reassigned Time and Time Commitment
The Equity, Diversity, Inclusion, and Accessibility Officer of the Association shall normally receive 96 SICH reassigned time per year in accordance with article 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract member. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend. This role is anticipated to take 12-20 hours per month.

Appendix 6: Finance Officer

Role Description: Finance Officer

Overview:
The Finance Officer shall be a Member in good standing and serve a two-year term beginning June 15 of the election year, as per the Elections articles of the Bylaws. The Finance Officer is primarily responsible for supporting the work of the Senior Administrative and Faculty Relations Officer (SAFRO) in maintaining accurate financial records, preparing financial statements, liaising with auditors, and providing financial reports to the Membership as required by the Finance articles of the Bylaws.

Authority:
The Finance Officer is authorized to countersign cheques and approve payments on behalf of the Association, ensuring that financial transactions are conducted in accordance with Association policies and procedures.

Related Committee Roles:
The Finance Officer chairs the Audit and Finance Committee and the Job Action Finance Committee and serves as a member of the Awards Committee, contributing financial expertise to all committees' functions.

- Audit and Finance Committee Charter
- Awards Committee Charter
- Job Action Finance Committee Charter

Expected Activities:

- With the support of the SAFRO:
    - Maintain accurate records of the Association's financial transactions and prepare financial statements.
    - Collaborate with auditors and facilitate the audit process, ensuring compliance with financial standards and policies.
    - Liaise with the Investment Management Firm to keep apprised of the performance of the Association's Investment Portfolio.
- Report on the Association's finances to the Membership as required by the Bylaws.
- Authorize payments, co-sign cheques, and review monthly bank reconciliations to ensure financial integrity within the Association.

Reporting:
- The Finance Officer shall report to the Membership, as needed, on matters pertaining to the Association's finances. This shall include occasional information provided in *Weekly Bulletins* with opportunities for Members to provide input and/or ask questions.
- The Finance Officer shall submit an annual report for their role as an Officer on the Executive Board(annual Officer's Report) and shall ensure the Audit and Finance, Awards, and Job Action Finance Committees submit reports (annual Committee Reports) for inclusion in the AGM package.

Reassigned Time and Time Commitment:
The Finance Officer of the Association shall normally receive 96 SICH reassigned time per year in accordance with the 13.4.5 and 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract member. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend. This role is anticipated to take 12-17 hours per month.

Appendix 7: Immediate Past President

Role Description: Immediate Past President

Overview:
The Immediate Past President serves for six (6) months immediately following the conclusion of their previous term as Association President, providing continuity and support to the Executive Board. This role is contingent upon the previous President being a Member in good standing and available to serve.

Authority:
While the Immediate Past President may attend meetings of the Executive Board and act as a resource, they are not a voting member and do not have the authority to move or second motions.

Related Committee Roles:
The Immediate Past President may be requested to serve as a resource for the Grievance Committee, and other Association Committees, at the discretion of the President.

Expected Activities:

- Attend Executive Board meetings as a resource to facilitate continuity within the organization.
- Provide guidance and support to the Executive Board, and its committees, during the transitional period, sharing insights from previous experience.
- Facilitate an orientation session for the incoming Executive Board in August to ensure a smooth transition and to familiarize new members with their roles and responsibilities.
- Offer assistance to the Grievance Committee when requested, contributing their experience to support the Committee's objectives.

Reassigned Time and Time Commitment:
Full reassigned time for the fall semester following the completion of a term(s) as President shall be provided for the Member to fulfill the responsibilities of this role and to facilitate a smooth transition back to teaching and scholarship, where applicable. Where the Immediate Past President is a Contract Member, they shall receive the same remuneration as they did during their term of Office as President. This role is anticipated to take 12-17 hours per month.

Appendix 8: Member Engagement Officer

Role Description: Member Engagement Officer

Overview:
The Member Engagement Officer (MEO) shall be a Member in good standing, with a two-year term beginning June 15 of the election year, as outlined in the Elections articles of the Bylaws. This Officer is responsible for fostering member engagement, coordinating outreach to new members, and supporting the Department Liaison network and Member Directed Groups.

Authority:
The MEO is authorized to lead engagement efforts and outreach activities, playing a central role in fostering strong connections between the Association and its members. This includes organizing initiatives and resources to promote an actively engaged membership and effective two-way flow of communication between the Association and the Membership.

Related Committee Roles:
The MEO chairs both the Member Engagement Committee (MEC) and the Triads Committee and coordinates the Department Liaison network and Member Directed Groups, ensuring that these groups are supported and effective in their roles.

- Member Engagement Committee Charter
- Triads Committee Charter
- Department Liaison Role Description
- Member Directed Groups Policy

Expected Activities:

- Organize and chair meetings for the Member Engagement Committee and the Triads Committee, ensuring the committees' objectives are met.
- Coordinate the Department Liaison network providing resources and support to Department Liaisons throughout the year and at occasional meetings. The Department Liaisons shall normally meet up to three times in each academic year.
- Promote and facilitate the creation and ongoing work of Member Directed Groups to strengthen communication and support within the Association for Member led initiatives.
- Conduct outreach to new members, including personal meetings, to foster a welcoming environment and facilitate new member integration into the Association.
- Develop engagement activities and resources that promote strong, active member involvement.
- Support Nominations related work of the Member Engagement Committee to ensure all Association committees are fully comprised of individuals representing the diversity of the Association's membership.

Reporting:
- The MEO shall report to the Membership, when applicable, on the work of Department Liaisons and annual Member outreach projects.
- The MEO shall submit an annual report for their role as an Officer on the Executive Board (annual Officer's Report) and shall ensure the MEC and the Triads Committee submit reports (annual Committee Reports) for inclusion in the AGM package.

Reassigned Time and Time Commitment:
The Member Engagement and Services Officer shall normally receive 96 SICH reassigned time per year in accordance with article 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract member. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend. . This role is anticipated to take 12-17 hours per month.

Appendix 9: Negotiations Officer

Role Description: Negotiations Officer

Overview:
The Negotiations Officer shall be a Member in good standing with at least five years of MRFA membership, ideally with experience in the bargaining processes and demonstrable familiarity with the Collective Agreement. The Negotiations Officer serves a two-year term beginning June 15 of the election year, as outlined in the Elections articles of the Bylaws, and supports the President while performing duties assigned by the Executive Board.

Authority:
As a liaison between the Executive Board and the Collective Bargaining Caucus, the Negotiations Officer supportsclear communication and alignment of bargaining strategies with the Executive Board-approved Long-Term Bargaining Goals, the Member-approved bargaining mandate, and the Bargaining Coordination Committee-approved bargaining timeline. Further, the Negotiations Officer is empowered to countersign cheques and approve payments on behalf of the Association.

Related Committee Roles:
The Negotiations Officer chairs the Collective Bargaining Caucus and may be appointed to serve on the Bargaining Team, supporting the bargaining process in accordance with the Committee articles of the Bylaws, the Collective Bargaining Policy, and the Negotiations articles of the Collective Agreement. They serve on the Bargaining Coordination Committee and the Long-Term Bargaining Goals Review Committee. They serve as the primary liaison between the Executive Board and the bargaining committees to facilitate collaborative and transparent negotiations while taking direction from the Executive Board to maintain bargaining timelines.

- Collective Bargaining Policy and Procedures
    - Collective Bargaining Caucus Charter
    - Bargaining Coordination Committee Charter
    - Bargaining Team Charter
    - Long-Term Bargaining Goals Review Committee Charter

Expected Activities:
- Chair meetings and lead the activities of the Collective Bargaining Caucus, working closely with committee members to develop and execute negotiation strategies.
- Act as the liaison between the Executive Board and Collective Bargaining Caucus, ensuring alignment with the Association's objectives and supporting clear communication throughout bargaining processes.
- If appointed to serve as Lead Communicator, provide regular detailed reports to the Membership at Regular Meetings on progress at the bargaining table.
- Support the President in bargaining-related activities and perform additional duties as directed by the Executive Board.

Reporting:
- The Caucus shall report to the Membership, via the bargaining blog, following every bargaining meeting with the Board's Bargaining Team.
- The Caucus shall report to the Membership, in detail, at each Regular Meeting of the Association while bargaining is ongoing.
- The Negotiations Officer shall report to the Executive Board, in detail, at each Executive Board Meeting of the Association while bargaining is ongoing.
- The Negotiations Officer shall submit an annual report for their role as an Officer on the Executive Board (annual Officer's Report) and shall ensure the Collective Bargaining Caucus, and related committees where applicable, submit a report (annual Committee Reports) for inclusion in the AGM package.

Reassigned Time and Time Commitment:
The Negotiations Officer of the Association shall normally receive 96 SICH reassigned time per year in accordance with article 13.4.6 of the Collective Agreement, or be paid 112 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract Member, in addition to reassigned time granted for Bargaining, when

applicable, as outlined in article 21 of the Collective Agreement. Provision of this payment is subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend.

When Bargaining is ongoing, if appointed to the Bargaining Team, the Negotiations Officer may receive additional reassigned time in accordance with the Bargaining Team Articles of the Bylaws and article 21 of the Collective Agreement.

This role is anticipated to take 8-30 hours per month (varies substantially whether or not bargaining is ongoing).

Appendix 10: President

Role Description: President

Overview:
The President of the Mount Royal Faculty Association (MRFA) shall be a Member in good standing, currently employed as academic staff at Mount Royal University (MRU) with at least five years of MRFA membership and relevant experience within the Association. As the Chief Executive Officer, the President is responsible for providing leadership across all aspects of the Association's governance, representation, and member advocacy.

Authority:
The President serves as the chief liaison between the MRFA and MRU's senior administration, as well as with the University's Human Resources Department. As the primary representative for the Association, the President has authority to act as the external spokesperson on matters concerning post-secondary education, ensuring the Association's interests and perspectives are represented accurately and effectively and without any partisan perspectives.

Related Committee Roles:
The President chairs the Executive Board, Academic Appointment Support Committee (AASC), and Bargaining Coordination Committee (BCC).; vice-chairs the Audit and Finance Committee (AFC) and the Long-Term Bargaining Goals Review Committee (LTBGRC); and serves on the Bylaws and Policy Committee (BPC), Grievance Committee, Collective Bargaining Caucus (CBC), Additionally, the President is an ex-officio member of all other Association committees and represents the Association within CAUT and CAFA, as well as on the MRU Coalition.

Expected Activities:
- Lead the Executive Board in fulfilling the Association's objectives and oversee all internal and external Association activities.
- Collaborate with the Academic Policy and Governance Officer to monitor university governance and policy changes that impact MRFA members.
- Act as an initial point of contact for Collective Agreement matters and respond to routine information requests, referring concerns related to interpretation to the Senior Grievance and Workplace Wellness Officer and/or the Labour Relations Officer.
- Balance the diverse interests of all Members by actively listening to and reflecting on Member feedback on an ongoing basis.
- Represent the Association in Step 2 grievance proceedings, and provide confidential advice on non-contract matters, including policies, faculty evaluation, welfare, and conflict resolution.
- Prepare and approve the agenda for Association meetings, chair meetings, and maintain custody of the Great Seal of the Association.
- Manage the work of Association staff in accordance with the Alberta Employment Standards Act, and implement annual performance evaluations in consultation with the Executive Board.
- Authorize payments, countersign cheques, and manage official Association correspondence.

Reassigned Time and Time Commitment:
The Association purchases reassigned time for one-half of the President's regular workload, in addition to the one-half reassigned time funded by MRU, per article 13.4.4 of the Collective Agreement. Where the incumbent is a contract Member, 240 SICH at the cost recovery rate shall be paid by the University and the remaining balance up to the total annual salary of Associate Professor Grid, step 2, shall be paid by the Association.

Upon the President's completion of their final term, the MRFA provides full reassigned time for the subsequent Fall semester to facilitate the Immediate Past-President responsibilities and the transition back to teaching, if applicable.This role is anticipated to take 160-180 hours per month.

Absence from the Position:

Should the President need to vacate the position for any reason for any length of time beyond four business days, the Executive Board shall appoint a designate to serve as acting President until the President returns or until the vacancy can be filled in accordance with the Association Bylaws. The Individual serving as Acting President shall be a current elected member of the Executive Board with at least one full year of service on the Executive Board.

Appendix 11: Senior Grievance and Workplace Wellness Officer

Role Description:
Senior Grievance and Workplace Wellness Officer

Overview:
The Senior Grievance and Workplace Wellness Officer (SGWWO) shall be a Member in good standing, with at least five years of MRFA membership and a strong familiarity with the Collective Agreement and representational processes, ideally gained through experience on the Grievance Committee. This Officer's role spans grievance support, workplace wellness advocacy, and financial authority, with a two-year term starting June 15 of the election year, as specified in the Elections articles of the Bylaws.

Authority:
The Senior Grievance and Workplace Wellness Officer (SGWWO) is empowered to provide grievance support to members at Step 1 of grievances and file formal grievances at Step 2. Additionally, the Officer may countersign cheques and approve payments on behalf of the Association.

Related Committee Roles:
The SGWWO chairs the Grievance Committee and Workplace Wellness Committee and represents the Association on the Joint Occupational Health and Safety Committee (JOHSC). They work closely with the Executive Board and report regularly on grievance matters, ensuring that both the Board and membership are updated on relevant issues and developments, including lessons learned to promote proactive resolution of potential issues moving forward.

- Grievance Committee Charter
- Joint Occupational Health and Safety Committee website
- Workplace Wellness Committee

Expected Activities:

- Provide advice and support to members at Step 1 of grievances and formally submit grievances at Step 2 to the Provost, Vice-President Academic, and the President or their designees, detailing the grievance and requested remedies.
- Chair the Grievance Committee, leading grievance-related discussions and initiatives.
- Represent the Association's and Members' interests on the JOHSC with regular reports back to the Executive Board and the Membership.
- Prepare and present regular grievance reports to the Executive Board and the Membership to maintain transparency and awareness of ongoing grievance issues. Reporting shall be conducted in a way that is informative of the cases being handled, including learnings and trends, while maintaining the confidentiality and anonymity of those involved.

Reporting
- The SGWWO shall report to the Executive Board as needed, usually bi-weekly, with respect to the recommendations of the Grievance Committee and the work of the JOHSC.
- The SGWWO shall normally report to the Membership at each Regular Meeting of the MRFA Membership with respect to trends and learnings from grievance management.
- The SGWWO shall submit an annual report for their role as an Officer on the Executive Board (annual Officer's Report) and shall ensure the Grievance Committee and representatives on the Joint Occupational Health and Safety Committee submit reports (annual Committee Reports) for inclusion in the AGM package.

Reassigned Time and Time Commitment:
The Senior Grievance and Workplace Wellness Officer of the Association shall normally receive 144 SICH reassigned time per year in accordance with article 13.4.6 of the Collective Agreement, or be paid 160 SICH at step 6 credential 3 of the contract employee lecturer hourly rate schedule if a contract Member. Provision of this payment is

subject to a maximum course load of 144 SICH in each semester. Where the incumbent chooses not to limit their SICH, they shall receive a 64 SICH stipend.

This role is anticipated to take 20-30 hours per month.