



**University of the Fraser Valley
Faculty and Staff Association**

Executive Officers

POSITION DESCRIPTIONS & DUTIES

1. Duties of Officers

Unless otherwise noted below, all Officers listed below are voting members of the FSA Executive and are expected to attend Executive and relevant committee meetings and make regular reports to the Executive and to the membership.

- 1.1 **Duties of the Past President:** The Past President shall serve in a non-voting, ex-officio capacity and shall provide background information to the Executive Committee on matters previously discussed, and shall provide any necessary assistance as requested by the current President.
- 1.2 **Duties of the President:** The President shall preside over meetings of the Executive Committee and over all general meetings of the Association. The President is empowered to ensure compliance with the Constitution and to uphold rules of order. They shall, in collaboration with Executive Committee members, exercise a general care over and supervision of all matters of the Association, including the FSA office, and the supervision and performance appraisal of FSA staff. The President is expected to attend all UFV Board of Governors meetings, Labour and Management committee meetings, Federation of Post Secondary Educators (FPSE) Presidents' Council meetings and will delegate other FPSE duties and responsibilities as required. They will serve as a member of the Table Officers Committee, the Finance and Administration Committee, and the Grievance Review Committee. The President may elect to be an ex-officio member of any other Faculty & Staff Association committees. The President will also serve as a signing officer for FSA financial matters.
- 1.3 **Duties of the Equity Vice-President:** The Equity Vice-President will work to advocate for the reduction and removal of systemic inequities and marginalization at the University of the Fraser Valley. They will also be responsible for setting and implementing an overarching vision of equity, diversity, and inclusion for the operations of the Faculty and Staff Association. This includes:
 - a) Examining and making recommendations on policies, procedures, contract language, and best practices to address issues relating to exclusion, discrimination, harassment, and accommodation.
 - b) Supporting actions and campaigns with regard to equity at UFV and in post-secondary education in general.
 - c) Alerting the executive to issues of concern to marginalized groups and individuals within the UFV-FSA membership.

- d) Identifying, liaising with, and supporting the efforts of equity seeking groups within the University as well as within the broader community, and establishing caucuses for underrepresented groups as necessary.
- e) Keeping apprised with current research and best practices related to equity, diversity, and inclusion, and providing these resources to membership.
- f) Supporting the activities and interests of elected UFV-FSA representatives (pertaining to gender equity, non-regular employees, indigenization, reconciliation, and decolonization, human rights and international solidarity), through representation on Executive subcommittees and directly incorporating their interests in the Association's activities.

The Equity Vice-President shall be a member of the Contract Committee, Grievance Review Committee, Table Officers Committee, and will attend Labour and Management meetings. The Equity Vice-President shall actively assist and support the Chief Stewards, especially with respect to labour issues pertaining to FPSE subcommittee mandates. The Equity Vice-President may assume all the responsibilities and duties of the President in their absence, including chairing meetings, setting agendas, attending meetings, etc., as delegated by the Executive Committee.

- 1.4 **Duties of the Grievances Vice-President:** The Grievances Vice-President shall oversee and coordinate the efforts of the FSA stewards and, through establishing an effective steward network, support the efforts of the Chief Stewards with respect to workplace administration. Duties of the Grievances Vice-President include:

- a) Establish and support the activities of FSA stewards through organized training, communication, and serving as chair of regular meetings of the Stewards Committee.
- b) Actively assist and support the Chief Stewards as required
- c) Serve as chair of the Grievance Review Committee (see Appendix C: Internal Grievance Procedure Policy)
- d) Serve as a member of the Contract Committee.
- e) Serve as a member of the Table Officers Committee.

The Grievances Vice-President may assume all the responsibilities and duties of the President in their absence, including chairing meetings, setting agendas, attending meetings, etc., as delegated by the Executive Committee

- 1.5 **Duties of the Bargaining Vice-President:** The Bargaining Vice-President shall represent the Faculty & Staff Association and lead the negotiations team in matters related to the Collective Agreement. They will negotiate the local Collective Agreement with UFV Board Representatives. They will convene and chair the Contract Committee (see committees below), survey the membership to determine bargaining priorities, and prepare contract language. They shall report on a regular basis to the Executive Committee and to the general membership as required, on all matters relating to contract negotiations. The Bargaining Vice-President will serve as a member of the Table Officers Committee.

- 1.6 **Duties of the Member Engagement Vice-President:** The Member Engagement VP will coordinate activities and strategies whose intent is to improve the level and quality of member activity within the union. Specifically, the Member Engagement Vice-President will:

- a) Promote initiatives that help advance member engagement with the Association.
- b) Lead and facilitate the Association in organizing union membership.
- c) Facilitate communications with the members using various tools including, but not limited to, newsletters, bulletins, website, and social media.
- d) Chair the Association's Communications Committee.
- e) Support and shall be a member of the Social Committee.
- f) Coordinate the publication of a regular Association newsletter.
- g) Assist the President in maintaining good communication between the Association and key stakeholders as necessary.
- h) Serve as a member of the Table Officers Committee

- 1.7 **Duties of the Secretary-Treasurer:**

- a) The Secretary-Treasurer shall be the Chief Financial Officer of the Association. The Secretary-Treasurer shall be in charge of books, documents, files and effects of the Association which shall reasonably be subject to inspection by the President and the Executive Committee or any Association member in good standing, subject to the Association's duty to remain compliant with the Personal Information Protection Act (PIPA).

- b) The Secretary-Treasurer shall prepare a financial statement of the Association for each meeting as required by the Executive Committee. The Secretary-Treasurer shall have the books of the Association reviewed each year by a registered accountant selected and approved by the Executive Committee. Such reviews shall be furnished annually to the Executive Committee and published to the membership.
- c) The Secretary-Treasurer will represent the FSA in bargaining with CUPE regarding the FSA office staff. They will also supervise the FSA Financial Coordinator including conducting performance appraisal.
- d) The Secretary-Treasurer shall, subject to the approval of the Executive Committee, invest the surplus funds of the Association in the name of the Association, in accordance with the relevant laws of British Columbia.
- e) The Secretary-Treasurer shall be bonded in such amount as shall be determined by the Executive Committee.
- f) The Secretary-Treasurer shall act as Privacy Officer and shall be responsible for ensuring compliance with PIPA.
- g) The Secretary-Treasurer shall be responsible for submitting from revenue any affiliation fees.
- h) The Secretary-Treasurer shall act as Returning Officer for all voting that takes place pursuant to Article 3.7. In the event that the Secretary-Treasurer is unable to perform this function, the Executive committee shall appoint another Executive member in their place.
- i) The Secretary-Treasurer shall submit a written report on the administration of their office to the Annual General Meeting.
- j) The Secretary-Treasurer will chair the Finance and Administration Committee and serve as a member of the Table Officers Committee.

- 1.8 **Duties of the Faculty Chief Steward:** The Faculty Chief Steward will be responsible for handling individual faculty matters related to contract and workplace administration. They must be familiar with the terms of the Collective Agreement and will provide relevant information and advice to any Association faculty member who has concerns about workplace issues. In consultation with other members of the Executive and/or Faculty Stewards, they will initiate grievances when appropriate according to the Collective Agreement and the internal FSA grievance process (See Appendix D for Internal Grievance Procedure). The Faculty Chief Steward may engage the participation and

assistance of the Grievance and Equity Vice Presidents in any contract administration work. They will also support the Grievance Vice-President with providing training for Faculty Stewards.

- 1.9 **Duties of the Staff Chief Steward:** The Staff Chief Steward will be responsible for handling individual staff matters related to contract and workplace administration. They must be familiar with the terms of the Collective Agreement and will provide relevant information and advice to any Association staff member who has concerns about workplace issues. In consultation with other members of the Executive and/or Staff Stewards, they will initiate grievances when appropriate according to the Collective Agreement and the internal FSA grievance process (See Appendix D for Internal Grievance Procedure). The Staff Chief Steward may engage the participation and assistance of the Grievance and Equity Vice Presidents in any contract administration work. They will also support the Grievance Vice-President with providing training for Staff Stewards.
- 1.10 **Duties of the Social Committee Chair:** The Social Committee Chair will be responsible for organizing FSA social events. They shall also make regular reports to the Executive Committee.
- 1.11 **Duties of the Professional Development Committee Co-Chair: The Professional Development Committee Co-Chair** shall co-chair the Joint Professional Development Committee and ensure that divisional allocations for professional development reflect the Association's and the University's commitment to professional development for all employees of the University. The Committee will consist of members outlined in the Terms of Reference. They shall make regular reports to the Executive members on the proceedings of the Professional Development Committee.
- 1.12 **Duties of the Occupational Health and Safety Committee Co-Chair: The Occupational Health and Safety Committee Co-Chair** shall co-chair the Joint Occupational Health and Safety Committee(s) to ensure that unsafe, hazardous, or dangerous conditions within the work environment are reported to the University and to respond to and investigate members' complaints about such conditions. The OH&S Co-Chair shall make regular reports to the Executive Committee. In consultation with the FSA executive, the OH&S Co-Chair may delegate responsibility to another FSA member for participation in OH&S sub-committees, as well as related FPSE committees.
- 1.13 **Duties of the Job Classification Audit Committee Co-Chair: The Job Classification Audit Committee Co-Chair** shall serve in a non-voting capacity and shall co-chair the Job Classification Audit Committee to ensure that the Faculty &

Staff Association commitment to the job evaluation system is carried out. The JCAC Co-Chair shall make regular reports to the Executive Committee on the proceedings of the JCAC, and from time to time establish suitable forums for providing informational workshops on the classification system to member staff.

- 1.14 **Duties of the Non-Regular Employees Representative: The Non-Regular Employees Representative** shall promote the interests and needs of non-regular employees and, when feasible, chair a committee to address both the current and future needs of non-regular employees and shall make regular reports to the Executive Committee. This representative will serve on the FPSE Non-Regular Faculty Committee (NRFC).
- 1.15 **Duties of the Human Rights & International Solidarity Representative: The Human Rights and International Solidarity Representative** shall promote human rights protection and education among the faculty, staff, students and administrators and, when feasible, chair a committee including faculty and staff and shall make regular reports to the Executive Committee. This representative will serve on the FPSE Human Rights and International Solidarity Committee (HRISC).
- 1.16 **Duties of the Gender Equity Representative: The Gender Equity Representative** shall promote activities which contribute to an improvement in gender equity in the workplace with a decolonized and intersectional perspective. Such activities include strategies for increasing diversity and achieving equity in our institution for people of marginalized genders, including women, non-binary folks, and transgender people. The Gender Equity Rep shall chair/co chair the Gender Equity Network, and staff and shall make regular reports to the Executive Committee. They will serve on the FPSE Status of Women Committee (SWC).
- 1.17 **Duties of the Decolonization, Reconciliation and Indigenization Representative: The Decolonization, Reconciliation and Indigenization Representative** shall work towards the strategic goal of supporting decolonization, reconciliation and Indigenization on university campuses. They shall, when feasible, chair a committee including faculty and staff and make regular reports to the Executive Committee. This representative will serve on the FPSE Decolonization, Reconciliation and Indigenization Committee (DRISC).
- 1.18 **Standing Committees:**
- Standing committees of the Association shall be established for the following purposes, and the chairpersons of such standing committees shall assume the duties as described:
- a) **The Table Officers Committee:** The Association will have a Table Officers committee comprised of officers duly elected by the membership (*President*,

Grievance Vice-President, Equity Vice-President, Member Engagement Vice-President, Bargaining Vice-President, and Secretary-Treasurer). Subject to these bylaws, the Table Officers Committee will meet to coordinate and communicate over the operations of the Association between meetings of the Executive committee. The Table Officers Committee may act on behalf of the Executive committee on matters delegated to it or in accordance with the authority delegated to its constituent members' elected roles. On matters not delegated, the Table Officers committee may act on behalf of the Executive committee in any special or emergency matter for which a meeting of the Executive is not possible. A quorum for the Table Officers Committee shall be four (4) members. A full report of the Table Officers committee decisions must be presented at the next Executive committee meeting, and approval of the Executive committee is necessary for the continuation of any action undertaken.

- b) **The Finance and Administration Committee** shall normally consist of the Secretary-Treasurer, President, and two elected officers appointed by the Executive. This committee shall consider and report to the Executive in all matters involving the Association expenditures and income and all matters related to office personnel and administration. Members of this committee shall also act as signing officers. All payments drawn on the Association's accounts will be approved by the Secretary-Treasurer and the President or by two of four signing officers with one signer being either the Secretary-Treasurer or the President.
- c) **The Contract Committee:** In addition to the Bargaining Vice-President, the Contract Committee shall ordinarily include the Grievances Vice-President, Equity Vice-President, Faculty and Staff Chief Stewards, and other such members as the Executive Committee deem appropriate.
- d) **The Communications Committee** shall be chaired by the Member Engagement Vice-President. Appointments to this committee will be made by the Executive. This committee shall research and implement communication strategies that support stakeholder relationships and Association activities.
- e) **The Stewards Committee** shall consist of all the Faculty and Staff stewards and will be chaired by the Grievances Vice-President, and shall enable the work of the stewards as outlined in the Steward Policy (see Appendix D).
- f) **The Social Committee:** In addition to the Social Committee Chair, the Social Committee shall include the Member Engagement Vice-President and both faculty and staff representatives appointed by the Executive, who will

promote social functions within the UFV community. The Social Committee will make recommendations to the Finance and Administration Committee regarding plans and expenditures relating to social events. Expenditures for social events must be pre-approved by the Finance and Administration Committee.

- g) **Constitution and Bylaws Review Committee:** The Constitution and Bylaws Review Committee is responsible to ensure that proposed changes to the constitution and bylaws are brought forward to the membership for ratification at the Annual General Meeting each spring. Members of this committee will be appointed by the executive each year.
- h) **Grievance Review Committee:** The Grievance Review Committee (GRC) will consist of the Faculty and Staff Chief Stewards, the Equity Vice-President, the FSA President, and the Grievances Vice-President as chair. The GRC is important in the effective implementation of the FSA Internal Grievance Procedure Policy (see Appendix C) and helps ensure the professional and consistent handling of grievances and that members can understand how their union handles complaints/grievances.

- 1.19 It is the expectation that all Executive members attend Executive meetings, and submit reports to the Executive Committee as well as to the Communications Chair for *Words & Vision*. It is also expected that members attend relevant FPSE committee meetings and report back to the Executive Committee at the next Executive meeting.
- 1.20 Any member of the Executive Committee not attending meetings on a regular basis and/or not responsibly carrying out assigned duties will be given advice and assistance from the President. If the neglect of duties continues, a majority of the Executive may vote to replace the officer for the remainder of their term.
- 1.21 A conflict of interest arises when an elected or appointed representative of the Association engages in any activities which interfere with their efficient and independent performance of Association duties, or may be so perceived by a reasonable person. If any member acting on behalf of the Association is faced with a situation involving a conflict of interest, or is in any doubt that a conflict of interest exists, they are required to discuss the circumstances with the Executive Committee.

An Executive member who finds themselves in a perceived or material conflict of interest regarding their union duties must report this to the FSA Executive and make any arrangements that are deemed necessary.

2. Functions and Powers of the Executive Committee

- 2.1 The Executive Committee shall determine and interpret Association policy and shall transact all business of the Association.
 - 2.2 The Executive Committee may, from time to time, delegate the discussion and resolution of Association business to a smaller group of officers. In any event, authority over all Association business shall remain with the Executive Committee as accountable to the general membership.
 - 2.3 The Executive has the authority to poll faculty or staff separately on matters that affect only the faculty or only the staff.
 - 2.4 No officer shall sign agreements without approval of the Executive Committee. The Executive Committee determines whether such agreements require ratification by membership.
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