

# Okanagan Faculty Committee

## Terms of Reference

*Revised: 10 October 2017*

### **Mandate**

The mandate of the Okanagan Faculty Committee shall be:

- a. to consider matters specific to the Okanagan campus
- b. to develop local activities specific to the Okanagan campus
- c. to bring to the attention of the Association matters which directly concern members employed at the Okanagan campus
- d. to assist in implementing the Collective Agreement in respect of members employed at the Okanagan campus
- e. to provide a forum for expression of the views of its members on all matters within the Association.
- f. Notwithstanding the above, OFC members do not perform the work of Member Services Officers

### **Membership**

The membership of the committee shall include three elected officers; the Chair, the first Vice Chair, and the second Vice Chair, and various members at large appointed by the chair. The terms of office of the office shall be for a period of two years. The terms of office of the members at large shall be for a period of one year. The office shall attempt to ensure the Committee has broad representation across all faculties on campus. The Executive Committee shall be provided with, and approve, the names of the at large members of the Committee. The Faculty Association President shall be an ex-officio member of the Committee.

### **Election of Officers**

The officers shall be elected in odd-numbered years by the members of the Association employed at the Okanagan Campus, in accordance with a procedure approved by the Association.

### **Duties of the Committee**

- To review the Collective Agreement in relation to the effects of its provisions on UBCO faculty members.
- To collect, analyze and disseminate information on the status of UBCO members with respect to hiring practices, salary, work history, and other terms and conditions of employment.
- To initiate and carry out such research or other activities as may from time to time seem desirable on issues of particular concern to members at UBCO including to examine circumstances, issues and policies related to members at the Okanagan campus.
- To assist in implementing the Collective Agreement in respect of members employed at the Okanagan campus.

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### Duties of the Members of the Committee

The Chair shall:

- chair all meetings of the Committee.
- be a member of the Executive Committee.
- report to the Executive Committee on activities of the Committee and on issues particular to the Okanagan campus.

The Vice Chairs shall:

- attend meetings of the Committee.
- normally volunteer to serve on the Member Services and Grievance committee.

The Members-at-Large shall:

- attend meetings of the Committee.
- actively support the planning, implementation and evaluation of the committee's activities in carrying out the duties of the Committee.
- monitor and assess ongoing member issues at UBCO in order to contribute to agenda and discussion items.
- serve as liaison and Committee representative in the member's department or Faculty and report back on issues.
- to assist the Chair in recruiting suitable volunteer members for the committee.

### Meetings

The Committee shall meet at least once a month, at the call of the chair. Normally the Executive Director will attend one meeting per month.

### Communications

The Committee shall observe transparency and accountability in all activities related to the Faculty Association in general and the work of the Okanagan Faculty Committee in particular. In furtherance of this goal the Committee shall communicate with faculty at the Okanagan Campus through articles in relevant union newsletters or by other means.