The members of the Bargaining Preparation Committee are bound by the terms of the UBC Faculty Association and Constitution and Bylaws. These additional terms of reference have been approved by the Executive Committee on October 8, 2013 and should be reviewed in five years.

Mandate
The Bargaining Preparation Committee shall be a standing committee of the Faculty Association. The mandate of the committee is:
   a) technical preparation for bargaining (research & data-collection), and
   b) building bargaining proposals for the Executive and the Negotiating Team.

Chair of the Committee
The Vice President of the Association shall be the Chair of the Bargaining Preparation Committee. The Chair of the Bargaining Preparation Committee shall be responsible for ensuring the duties of the Bargaining Preparation Committee are carried out in accordance with its terms of reference. The duties of the Chair shall include calling and chairing regular meetings of the Committee; coordinating resources, materials, orientation and training for members of the Bargaining Preparation Committee; and reporting on the activities of the Committee to the Executive Committee in monthly and annual reports as well as submissions to planning retreats. The Chair shall forward requests for staffing or budgetary support to the Association President for consideration and further approvals if necessary.

Members of the Committee
At the beginning of each bargaining round the Chair shall make a public call for volunteers to serve on the Committee during the Technical Preparation Stage. At the beginning of the Proposal Building Stage the Chair shall make a public call to enlarge the Committee with new members. The Chair shall attempt to ensure that, during the Proposal Building Stage, the Committee has broad representation from all constituent groups. The Executive Committee shall be provided with and shall approve the names of the members of the Committee.

Terms of Office
With the exception of the Chair, members of the Bargaining Preparation Committee in the Technical Preparation phase shall serve for one year, renewable. Members of the Committee in the Proposal Building Stage shall serve from the time they are appointed until formal bargaining begins or until they resign, whichever comes first.

Scope of Duties
During the Technical Preparation Stage the Committee shall:
   - review recent university policies,
   - review collective agreements of other bargaining units at UBC and do a comparison analysis
   - review collective bargaining agreements of Faculty Associations in Canada and do a comparison analysis
   - review the salary structures and salary distribution patterns of the bargaining unit
   - review the overall level of salaries and benefits and compare them to the salaries and benefits of other groups within UBC and other faculty associations within Canada
   - summarize their findings for a central bargaining archive and database
   - any other tasks as seem appropriate to preparation for bargaining

During the Proposal Building Stage the Committee shall:
   - design and conduct a membership bargaining survey and hold public meetings with members to determine bargaining priorities,
   - develop general bargaining objectives,
• develop a bargaining proposal which identifies specific proposals (not contract language) for changes to existing clauses or new clauses in the Collective Agreement,
• present the proposals to the Executive Committee for approval, and
• recommend a Negotiating Team to the Executive Committee

Conflict of Interest
A conflict of interest is any situation in which there are interests which would be likely to affect, or may reasonably be seen to affect, the impartiality or judgment of a committee member on a matter involving a member or group of members. Committee members shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias on his/her own part, or on the part of another member, whether it arises from a personal involvement or through a conflict of commitment, shall raise it. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to be absent from discussion, impose specified limitation on the member’s involvement, or conclude that no action needs to be taken.

The Negotiating Team
The Negotiating Team is a subcommittee of at least four members of the Bargaining Preparation Committee which is appointed by the Executive Committee after the bargaining proposals have been ratified. The Executive Director will normally also serve as an additional, non-voting, member of the Negotiating Team.

The term of office for members of the Negotiating Team is from the date they are appointed until the renewed Collective Agreement is signed. Members of the Negotiating Team are expected to attend every bargaining session with the university and every meeting of the Team, until a Collective Agreement is concluded. Should a member resign before the conclusion of bargaining, the member shall not be replaced, provided the Negotiating Team does not fall below five voting members as a result. If necessary to maintain the size of the Negotiating Team at not less than five voting members, the Executive Committee may replace a departed member of the Team with another member of the Bargaining Preparation Committee.

The Negotiating Team shall:
• negotiate the terms of renewal of the Collective Agreement;
• be responsible for developing and implementing table bargaining strategies and tactics;
• be responsible for developing and implementing a communications strategy
• develop counter-proposals in the course of bargaining with the Employer;
• report regularly to the Executive Committee in light of its mandate and the evolving bargaining priorities;
• seek and receive instructions from the Executive Committee regarding any significant departure from its mandate;
• present tentative or proposed agreements to the Executive Committee for its approval, or make a recommendation to the Executive Committee that matters in dispute should be submitted to arbitration in accordance with Article 11 of the Agreement on the Framework for Collective Bargaining;
• oversee the production of a new Collective Agreement, once both parties have ratified the tentative agreement.

The Chief Negotiator
The Negotiating Team shall name one of its members as Chief Negotiator. The Chief Negotiator’s principal duty is to be the Negotiating Team’s leader and chief spokesperson at the bargaining table,
to lead discussion during caucuses, to maintain table discipline, to be the main link with the Negotiating Teams of other unions during the period of negotiations, and to report regularly to the Executive Committee.