

QUFA Secretary Job Description May 2011

From the QUFA Constitution

9.4 Officers

- i) The officers of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, and Past President. Officers must be members of the Association and members of one of the bargaining units;
- ii) The President, Vice-President, and Past President shall not serve as Council representatives of electoral units;
- iii) All officers shall be *ex officio* members of Council;

9.5 Duties of the Officers

Secretary

Shall liaise with the Political Action and Communications Committee to help coordinate political communications between the Executive and PACC. Shall prepare minutes of specific meetings, such as Executive, Council and General meetings.

8: Council of Representatives

8.1 Composition

There shall be a Council of Representatives which shall consist of the Officers of the Association and representatives of the electoral units.

5: General Meetings

- i) There shall be at least two General Meetings of the Association each year: a fall meeting to be held in October, November or December and a spring meeting in March or April, each at the call of the Secretary. The Secretary shall call special General Meetings as directed by Council or Executive, or at a written request of 20 members in good standing of the Association, which includes a statement of the purpose of the meeting. The Secretary shall give written notice of meetings at least 14 days in advance;
- ii) The General Meetings shall be chaired by the Chair of Council (or the Alternate Chair or other designate). The agenda for each General Meeting shall be prepared by the Secretary and shall include a President's Report, a Treasurer's Report, and where appropriate, reports by one or more of the Standing Committees;
- iii) The Secretary shall circulate the written agenda for any scheduled General Meeting at least one week prior to the Meeting. The agenda shall include motions to be voted upon at the Meeting, including any motions submitted in a petition signed by at least five members in good standing of the Association, including the mover and seconder.

6: Amendments

- ii) Proposed amendments to the Constitution must be circulated with the notice of the scheduled General Meeting at which they will be addressed;

From Experience

- Minutes for Executive (September-June) and Council (September- May) Meetings
- Sign meeting notices for Fall General Meeting in December and Spring General Meeting in April) and prepare draft minutes for these meetings.
- Minutes for PACC meetings
- Minutes for Heads' Caucus (when available)

QUFA Secretary Job Description May 2011

- Participate in providing information, editing or approving communications to QUFA Members and the public
- Motions that are brought to Executive or Council should include
 - a) the timeline for action and reporting and
 - b) a description of what will be done by whom (QUFA volunteers and staff)

Timelines

Regular Duties that are completed every month

First week

- Executive Meeting. The Secretary shall take notes during those Executive meetings which she/he attends and present a copy of these notes as back up to the Administrative Officer or other staff person present who is writing up the minutes. Actively participate in the decision making processes.
- The Secretary shall prepare a To-Do list from the Executive meetings for the President and cc it to the Administrative Officer and the President as soon as possible after the meeting. If she/he is unable to be present, then a staff person must be informed prior to the meeting to take over this task.

Second week

- QUFA Council Meeting Agenda Package- Administrative Officer sends minutes from the previous Council meeting to Council Chair, President and Secretary. All of these parties check the minutes. Agenda package goes out one week before the meeting

Third week

- Council Meeting (3:00 for 2 hours)- The Secretary shall take notes during those Council meetings which she/he attends and present a copy of these notes to the Administrative Officer or other staff person present who is writing up the minutes for that meeting. Actively participate in the decision making process
- The Secretary shall prepare a To-Do list from the Council meetings for the President and cc it to the Administrative Officer or other staff person who was present and the President as soon as possible after the meeting. If she/he is unable to attend a meeting, then a staff person must be informed prior to the meeting to take over this task.
- Work with Council Chair to prepare a written report from Council for Executive.

Fourth week

- QUFA Executive Meeting Agenda Package- Administrative Officer sends minutes from the previous Council meeting to Council Chair and President. All of these parties check the minutes. Agenda package goes out one week before the meeting

Monthly

December and April

- Approve and sign notices and reminders for Fall and General Meetings (see Appendix A). Any constitutional changes must be included in the first notice.
- Attend a planning meeting for each meeting (dry-run) and the actual meeting.

**QUFA Secretary Job Description
May 2011**

- The Secretary shall take notes during the general meeting and present a copy of the draft minutes of that meeting to the staff person delegated to finalize the minutes for that meeting.

Ongoing

Responsibilities re the Political Action and Communications Committee

- The Secretary shall take minutes during those PACC meetings which she attends and present a copy of the minutes to the PACC Co-Chair and the staff person responsible to the PACC. A copy of these minutes will be kept in a binder in the QUFA office.
- The Secretary shall prepare a To-Do list from the PACC meetings for the Co-Chair(s) and cc it to the staff resource person to the PACC as soon as possible after the meeting. If she/he is unable to attend a meeting, then another PACC volunteer must be informed prior to the meeting to take over this task.

Minutes for Heads' Caucus

- If the Secretary is able to attend the Heads' Caucus meetings (approximately 2 per year), the Secretary shall take notes during those meetings and present a copy of the notes to the staff person who is writing up the minutes for that meeting.

Term of Office (Two years starting July 1 ending June 30)

Release Time: One release stipend (ONE 0.5 course) is 130 hours service to QUFA per year. Any additional work completed can be considered Service to the University following Article 7.6.4.

Contact Information When the QUFA Secretary is away from direct contact via phone and email communications, the QUFA Administrative Officer should be informed of the dates and notified when contact will be resumed.

QUFA recognizes that because of a volunteer's academic duties and personal responsibilities, individuals cannot guarantee to be available for all meetings cited in the job descriptions.

Appendix 1: General Meeting Notices

1) Without Changes to the Constitution

**TO: All Members of Queen's University Faculty Association (QUFA)
Faculty, Librarian and Archivists**

DATE: April 14, 2011

**QUFA Secretary Job Description
May 2011**

NOTICE OF SPRING GENERAL MEETING

The Spring General Meeting of Queen's University Faculty Association will be held on **Thursday April 28th, 2011 from 1:45p - 3:00p in Ellis Hall Auditorium.**

As per Article 5 iii) of the Constitution an agenda package will be emailed to you one week prior to the meeting, including committee reports and any motions to be voted upon at the meeting. Please review these reports and proposed motions prior to the meeting and bring them with you as copies will not be distributed at the meeting. To allow more time for discussion, there will be no oral reports.

Please mark this important date on your calendar and plan to attend.

If you have any questions or concerns, please contact me (email address) or any member of the QUFA staff (contact information provided below).

Annette Burfoot
QUFA Secretary

**** Please note: You must be a member of QUFA to vote at the meeting. Paying monthly dues does not automatically make you a member of QUFA. If you have not signed a QUFA membership form at any time and would like to join, or if you are not sure whether you are a member, please call the QUFA office (32151).*****

2) With changes to the Constitution

**TO: All Members of Queen's University Faculty Association (QUFA)
Faculty, Librarian and Archivists**

DATE: April 14, 2011

NOTICE OF SPRING GENERAL MEETING

The Spring General Meeting of Queen's University Faculty Association will be held on Thursday April 28th, 2011 from 1:45p - 3:00p in Ellis Hall Auditorium.

As per Article 6 ii) of the QUFA Constitution, proposed amendments to the Constitution must be circulated with the notice of the General Meeting at which they will be considered and voted upon. The amendments to the Constitution are clearly identified and are attached to this email to meet that requirement. The amended Constitution will not be included as an attachment in the agenda package nor will it be distributed at the meeting.

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