

QUFA Chair of the Grievance Committee Position Description

2022

The Chair of the Grievance Committee (the “Grievance Chair”) is a member of the QUFA Executive Committee. The QUFA Executive Committee is part of a tripartite system of governance of the Association including the Council of Representatives and the Membership of the Association. The composition and duties of the Executive are outlined in Article 9 of the *QUFA Constitution* (the “Constitution”)ⁱ. The term of office is two years, normally starting on July 1 and ending June 30.

The Executive meets once per month from September to June and more often if there are special matters to consider. Council meets monthly from September to May. The Membership meets twice per year in December and April.

The Constitution also mandates the existence of a number of Standing Committees to advise the Executive and Council including:

- Finance
- Grievance
- Joint Committee to Administer the Agreement (JCAA)
- Nominations & Elections
- Political Action and Communications (PACC)
- Staff Relations

The general responsibilities of these committees are outlined in Article 10 of the Constitution. More details can be found for some in the *Committee Terms of Reference* document posted on the QUFA websiteⁱⁱ. More information about the JCAA can be found in Article 13 of the Queen’s-QUFA Collective Agreementⁱⁱⁱ.

Information about nominations and elections to Executive positions is in Article 9.2 of the Constitution and in By-Law No. 1 appended to the Constitution. Elections are held at the Spring General Meeting.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website^{iv}. The Grievance Chair should pay particular attention to policies for Executive Committee members and those covering Grievances. This position comes with one unit of release time (see the Release Time Policy in the *QUFA Policy* document).

Your work for the Association may be Service to the University following Article 7.6.4.

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Primary Responsibilities

1. Chair Grievance Committee meetings including setting the agenda and circulating it and the minutes to the committee in a timely fashion.
2. Attend all QUFA Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution. Report monthly, in writing, on the work and activities of the Grievance Committee two days in advance of regular Executive meetings.
3. Attend and report to Council meetings as issues of general interest arise.
4. Attend all General Member meetings and report to the Spring General Meeting on the work of the Grievance Committee and Grievance Officer two weeks in advance of the General Meeting.
5. Be familiar with labour relations procedures and be aware of labour law, human rights and occupational health and safety rights.
6. Be familiar with Roberts Rules of Order which govern Association meetings.
7. Recruit new members of the Grievance Committee as needed.
8. Direct members with potential grievances to QUFA staff as needed.
9. Attend meetings at Queen's (Step Ones, disciplinary, coaching, interviews etc.) to support QUFA members as time permits.
10. Attend hearings and mediations as a QUFA Executive delegate when asked to do so by the President.
11. Monitor changes in the Post Secondary sector and at Queen's that could impact Members' and Association rights.
12. Participate in any QUFA activities or events as time and interest permit.

Secondary Responsibilities

1. Time and interest permitting, attend the Ontario Confederation of University Faculty Association's Grievance Committee with the Grievance Officer. Monitor their listserv for matters of interest to the Association.
2. Time and interest permitting, attend the Canadian Association of University Teachers' annual Forum for Senior Grievance Officers with the Grievance Officer.
3. Attend other conferences, seminars or workshops pertaining to the postsecondary sector or the broader legal context of unionized workplaces.

ⁱ The QUFA Constitution can be found on the QUFA website: <https://www.qufa.ca/wp-content/uploads/2020/05/QUFA-Constitution-May-2020.pdf>.

ⁱⁱ See the QUFA website: <https://qufa.ca/wp-content/uploads/2019/10/QUFA-Committee-Terms-of-Reference-October-2019.pdf>.

ⁱⁱⁱ <https://www.qufa.ca/collective-agreement/>

^{iv} <https://www.qufa.ca/wp-content/uploads/2021/06/QUFA-Policies-Protocols-June-2021.pdf>.