

QUFA Co-Chair of the Joint Committee to Administer the (Collective) Agreement Position Description

2022

The Co-Chair of the Joint Committee to Administer the Agreement (the “JCAA 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 JCAA Chair should pay particular attention to policies for Executive Committee members and Article 13 of the Collective Agreement.

This position comes with one unit of release time (see the Policies document for more information). Your work for the Association may be Service to the University following Article 7.6.4.

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Primary Responsibilities

1. Co-Chair JCAA meetings and, in collaboration with the Queen's Co-Chair (normally the AVP Faculty Relations), assist QUFA and Queen's Staff to prepare and distribute agendas and minutes.
2. Attend all Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution. Submit a written report about JCAA's work two days in advance of the meeting to be included in the Executive Agenda.
3. Attend all Council meetings and submit a written report about the JCAA's activities one week in advance to be included with the Council Agenda package.
4. Attend QUFA General meetings and submit a written report about the JCAA's activities two weeks in advance.
5. Collaborate on the preparation of Memoranda of Agreement between the Parties.
6. Consult with senior staff and leadership, including, when relevant, the Grievance Chair, about matters arising through JCAA that have implications for Member or Association rights.
7. With QUFA Staff, plan and attend RTP workshops for QUFA members.
8. Recruit QUFA JCAA members and participants in JCAA Subcommittees for consideration by the Executive.

Secondary Responsibilities

1. With QUFA Staff, track problems in the Collective Agreement in preparation for bargaining.
2. Participate in other QUFA activities and events as time and interest permit.
3. Monitor developments in the Post Secondary arena or at Queen's University that are of interest to QUFA members.

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>.