

## Queen's University Library & Archives Representative Position Description

2022

The Queen's University Library & Archives (QULA) Representative 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")<sup>i</sup>. 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 website<sup>ii</sup>. More information about the JCAA can be found in Article 13 of the Queen's-QUFA Collective Agreement<sup>iii</sup>.

The QULA Representative is welcome to contact chairs of standing or ad hoc committees if they are interested in joining.

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 in April. The QULA Representative must be a Member in the Library or Archives and is nominated by the Queen's University Library & Archives association (QULA). Other members of the Executive committee may also be librarians or archivists, but there must also be a dedicated representative from Library & Archives.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website<sup>iv</sup>. The QULA Representative should pay particular attention to policies for Executive Committee members.

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

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**Primary Responsibilities**

1. Attend all QUFA Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution, paying particular attention to and raising concerns about matters that impact Library & Archives members.
2. Attend all General meetings, paying particular attention to and raising concerns about matters that impact Library & Archives members.
3. Participate in or chair QUFA ad hoc committees or working groups formed to research or advocate around Library & Archives member concerns at Queen's.
4. Participate in other activities of the Association as interest and time permit.

**Secondary Responsibilities**

1. The Canadian Association of University Teachers has a Library Committee which may be of interest. Please advise the President and Executive Director if you would like to nominate yourself to serve on this or any other CAUT committee.
2. Monitor developments in the Post Secondary arena or at Queen's University that are of interest to QUFA library and archives members.

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

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

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

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