

**QUFA President
Position Description**

2022

The President is a member of the Queen's University Faculty Association (QUFA, the "Association") 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.

The President, with the Past-President, the Vice-President, the Treasurer and the Secretary, is an Officer of the Association (see Articles 9.4 and 9.5 of the Constitution). As such the President is also a member of the Council of Representatives and sits on the Finance and Staff Relations Committees. The President is also an ex officio member of all committees of the Association with the exception of the JCAA and the Nominations Committees.

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.

Details about such matters as email motions, expense reimbursement and donations are found in the *QUFA Policies & Protocols* document on the website^{iv}. The President should pay particular attention to policies for Executive Committee members. They should also know the Staff Employment Policy^v.

This position comes with three units 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.

Primary Responsibilities

1. Chair all Executive meetings and lead the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution. Work with the Executive Director to set the agenda.
2. Attend all Council meetings and work with the Council Chair and Executive Director to set agendas.
3. Attend QUFA General meetings and work with the Executive Director to set the agenda.
4. Be familiar with Roberts Rules of Order which govern Association meetings.
5. Prepare written and oral reports to Executive, Council and General Meetings.
6. Participate in senior leadership caucuses with other presidents and/or senior staff as required.
7. Collaborate on preparing communications to members as needed including a monthly column for QUFA Voices.
8. Collaborate on preparing official association communications to Queen's as needed.
9. Attend the Staff Relations and Finance Committees.
10. Supervise the Executive Director.
11. Be the media spokesperson of the Association.

Secondary Responsibilities

1. Attend Senate meetings as an ex officio member.
2. Attend Board of Trustees meetings, with the other presidents, as an observer.
3. Meet with the Principal as required.
4. Attend the New Faculty Orientation with the Executive Director or delegate to another president.
5. Collaborate with the Executive Director to set the agenda for the Executive Retreat and Orientation in August or September each year.
6. Be a member of any QUFA Constitution review committee.
7. Attend Canadian Association of University Teachers' (CAUT) Council meetings as QUFA's delegate. There are two CAUT Council meetings per year, normally in Ottawa.
8. Attend CAUT's President's Forum in January.
9. 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>.

^v <https://www.qufa.ca/wp-content/uploads/2021/06/2020-04-Staff-Employment-Policy-for-website.pdf>