

**QUFA Treasurer**  
**Position Description**

**2022**

The Treasurer 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")<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 Treasurer, with the presidents and the Secretary, is an Officer of the Association (see Articles 9.4 and 9.5 of the Constitution). The Treasurer is an ex officio member of the Council of Representatives and sits on the Staff Relations Committee. The Treasurer chairs the Finance Committee.

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<sup>iv</sup>. The Treasurer should pay particular attention to policies for Executive Committee members and those pertaining to Finances. They should also know the Staff Employment Policy<sup>v</sup>.

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. Oversee the finances and accounts of the Association with QUFA Staff.
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.
3. Attend monthly Council meetings.
4. Attend General Meetings.
5. With QUFA Staff, prepare the annual audit submission. Auditing work includes corresponding and meeting with the auditor to review operations, processes, regulations, and risk assessment.
6. Prepare monthly reports for the Executive and cyclical reports for Council and General Member Meetings, including presenting the Auditor's Report to Council and to the Fall General Meeting and the Association Budget (draft and final) to Council and to the Fall and Spring General Meetings.
7. Attend Staff Relations Committee. As part of the Staff Relations Committee, the Treasurer's role includes addressing staffing matters, reviewing salaries, reviewing contracts and annual salary letters, reviewing the Staff Employment Policy for needed updates, and producing annual staff reviews.
8. Chair the Finance Committee. As Finance Chair, call and hold meetings when required to review assets and current investments, consider and approve new investments, and investment planning.
9. Work with the external investment advisor on the Association's investment account.
10. Authorize atypical expenses of the Association.
11. The Treasurer and Executive Director together annually review and assess insurance policies, risks, and insurance needs.
12. When needed, the Treasurer and Executive Director together review and assess policies relating to investments, Association dues, QUFA membership dues, travel costs and other financial and budgetary matters.
13. The Treasurer is automatically a member of the Job Action Committee when constituted. The main role of the Treasurer on this committee focuses on finances, accounting, budgeting, operations, and related matters during negotiations with Queen's.

**Secondary Responsibilities**

1. Attend Canadian Association of University Teachers' Defense Fund meetings as QUFA's delegate. The role is a Director of the Corporation with fiduciary responsibilities. There is one in-person meeting per year, usually in Toronto or Montreal. There are other meetings usually held by teleconferencing or virtual means to approve new member associations and requests for strike benefits.
2. Monitor developments in the Post Secondary arena or at Queen's University that are of interest to QUFA 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>.

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