

**QUFA Vice President
Position Description**

2022

The Vice 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 Vice President, with the President, the Past-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 Vice President is also a member of the Council of Representatives and sits on both the Finance and Staff Relations Committee. The Vice President chairs the Nominations Committee in even-numbered years.

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 Vice President should pay particular attention to policies for Executive Committee members and to information about elections in the Constitution and QUFA Policy document when chairing Nominations. They should also be familiar with the Staff Employment Policy^v.

This position comes with two 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. Fulfill the duties of the President in their absence or as their delegate.
2. Attend all Executive meetings and assist the Committee to fulfill its responsibilities to members as outlined in Article 9.3 of the Constitution.
3. Attend all Council meetings.
4. Attend QUFA General meetings.
5. Chair the Nominations and Elections Committee in even years (when the presidential positions are not up for election).
6. Attend meetings of the Finance and Staff Relations Committees.
7. Join either the Joint Committee to Administer the Agreement (JCAA) or the Grievance Committee in each year of service.
8. Be familiar with Roberts Rules of Order which govern Association meetings.
9. Participate in senior leadership caucuses with other presidents and/or senior staff as required.

Secondary Responsibilities

1. Attend Board of Trustees meetings, with the other presidents, as an observer.
2. Be a member of any QUFA Constitution review committees.
3. Be a member of the QUFA Political Action and Communications Committee.
4. Attend Senate meetings as an observer in the second year of service.
5. Attend one session of the Canadian Association of University Teacher's Forum for New Presidents (usually in May or June) as part of the training for the presidency.
6. 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>