

EMILY CARR UNIVERSITY OF ART & DESIGN FACULTY ASSOCIATION EXECUTIVE WORKING COMMITTEE ORIENTATION AND PROCEDURAL MANUAL

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FA Executive Roles and Course Releases, 2023-2024

We currently have 14* standing course releases per year for elected positions on the Executive Working Committee. They are allocated as follows:

4 releases: President - Cameron Cartiere *Spring 2022 - Fall 2023*

2 releases: Vice President (Regular) - Lindsay McIntyre *Renewed through Spring 2023*

2 releases: Vice President (Non-Regular) - Ben Unterman *Fall 2022 - Spring 2024*

1 releases: Treasurer - Sunny Nestler *Fall 2022 - Spring 2024*

1 releases: **Secretary - Vacant**

2 releases: Shop Steward 1 - Rita Wong *Renewed through Spring 2023*

2 releases: Shop Steward 2 - Nick Conbere *Fall 2022 - Spring 2024*

Members at Large are expected to attend general and executive meetings, and assist with other roles or tasks as determined by each member at large. Our current members at large are:

Rubén Möller (*Renewed through Spring 2023*), Valérie D. Walker (*Renewed through Spring 2023*), Hillary Webb (*Spring 2023 - Fall 2024*), and Sue Shon (*Fall 2022 - Spring 2024*). **We have two vacant positions for members at large, and two member at large positions up for renewal.**

Overview

As per article II of our [Constitution](#), the objective of the Faculty Association is “To support the professional rights and responsibilities of its members, while prioritizing transparency, care, and consideration in the workplace and fostering collegiality amongst its members. To demonstrate a commitment to democratic process and to lend sovereignty and solidarity to each member’s issues as is of benefit to the association.”

The Role of the Faculty Association is also to uphold our collective agreement and to negotiate future collective agreements, or to delegate such work appropriately. The way that we practice the above items changes over time but may include the following projects:

- Revise models that need work
- Review positions annually
- Create more transparent processes
- Change or update [bylaws and constitution](#) as needed or required by law (Note: our bylaws and constitution are currently compiled into a single document and are posted on our website, www.ecufa.ca.)

Our current focus is on creating more appropriate representation in decision making structures, including representation in Senate, faculty assistant deans, acting as representatives of faculty, strengthening and supporting the non-regular voice, and building solidarity between regular and non-regular faculty. Specifically we are working on

1. Increasing non-regular job stability, reducing teaching load for all faculty, and improving teaching and learning conditions for all faculty.
2. Advocating for more transparency in the administrative structure and their decision making models.

This Document

The purpose of this document is to give current and prospective members of the executive committee an understanding of the work that this team does. Ideally it should also help individuals within the membership at large decide if, how, and when they want to participate, to facilitate smooth transitions of roles after each AGM, and to provide additional transparency and accountability to the membership. This document should be updated/re-drafted as needed, and at least once annually after each transition. The documentation of roles herein are not job descriptions.

Length of term

Executive Members are elected at Annual General Meetings (AGM), and individual roles are decided upon by consensus of the elected group at a meeting within one week following the AGM.

The Executive positions will be filled on a rotating basis as well as on a nomination basis. The length of term will be two years, the term to be renewable, with the rotating appointments staggered.

Non-regular faculty, regardless of future contract status, are eligible to hold office for the duration of the above term. If the term expires and a faculty member has not had a teaching contract renewal, then their eligibility expires 8 months after the end of their last contract, or at the end of their current executive term, whichever comes later.

Composition of the Executive Committee

Guiding Principles - executive membership should attempt to:

- be connected to the diversity of the overall membership and their needs as much as possible;
- recognize the importance of bringing new people in but retaining knowledge at the same time, without requiring an exact 50/50 split between new and returning members;
- include a range of regular and non-regular faculty.

Compensation

10* standing course releases are allocated to the members of the executive committee as follows:

- President: 4 course releases
- Vice President: 4 course releases (Course releases are split between VP Regular + VP Non-Regular)
- Treasurer: 1 course release
- Secretary: 1 course release
- Shop Steward 1: 2 course release
- Shop Steward 2: 2 course release

Members at Large - \$250 stipend per semester

The executive committee may propose additional stipends / course releases be provided with approval from the membership, as needed to create temporary roles such as Lead Bargainer, Research Assistant, etc. This must be done in consultation with the Treasurer and in accordance with our annual operating budget.

Individual Roles

The idea here is to take a practical look at what the group does, so that everything is transparent and accounted for, and to make it easier to identify gaps and adjust to changing needs. The roles do not necessarily or at all times need to be divided up as follows.

In Fall 2021, the FA Coordinator position was created. This is an administrative role (not an Executive), assisting with Executive tasks and management, including communications, agendas, reports, scheduling, etc.

President

Summary of this role:

This role can be held by more than one person, but at times a single representative may be required by FPSE or the ECUAD administration. As with all of the roles, aspects listed below may be delegated, shared or redistributed as needed.

How does this role support our organization?

Facilitates all executive and general meetings

Coordinates with Steward on JCC meetings

Advises and consults with other members of the executive

Prepares agendas

Prepares reports

Liaises with all committees

Represents the FA in an official capacity as needed:

Represents FA at FPSE President's Council

Liaises externally with other FPSE locals - bargaining, etc

Liaises with other unions (art school FAs in Canada, CUPE, Student Union, janitorial union)

Coordinates and prepares for bargaining

Meets monthly with University President

Liaises with faculty and administration for FA matters

Keeps an eye on what's happening at Senate and Board of Governors (read minutes, be aware of what's happening at those tables as they may impact or affect our membership and the CA)

Meets with Secretary twice monthly to prepare newsletter/communication for general membership

Signing authority for financial expenditures

What skills does this person gain?

Understanding of ECU internal organization + systems, as well as larger provincial context

Communication skills

Deeper knowledge of challenges facing our colleagues

What needs adjusting within this role?

History of burnout in this role

Not enough releases for this position

Vice President Non Regular position

Summary of this role:

*Growing non-regular community through projects | socials | meetings | surveys | updates
Increasing sessional engagement | reducing sessional disengagement
Supporting | developing | promoting projects that educate our community and the public about
ECU conditions of employment and precarity
Regular communication updates to non regular faculty
Helping | supporting the unionization of ECU's CS instructors*

How does this role support our organization?

Schedules and co-facilitates monthly meetings for non-regular faculty
Participates in Regular and NonReg meetings
Contributes to and/or sits on bargaining committee or bargaining committee caucus
Attends JCC meetings
Represents FA at FPSE in NRC Committee meetings
Increases active membership participation

What skills does this person gain?

Understanding of ECU internal organization + systems
Greater understanding of systemic issues in the sector
Greater understanding of how grassroots activism and union drives work

What needs adjusting within this role?

At the moment the focus is on engaging ECU's non reg faculty. Engaging with FPSE and their activities is a good long term strategy, but short term, is not easily added or clearly beneficial.

Vice President Regular position

Summary of this role:

The Vice-President shall assist the President in the discharge of their duties as the President may direct and shall perform such other duties as from time to time may be assigned by the President. (SH added from the Constitution)

How does this role support our organization?

Support succession planning and collaborative approach to challenges facing the FA
Broadens knowledge base beyond the president
Builds community and relations with faculty, staff, and students, as time/energy allow

If the president is not available, someone else can act as back up
Represent the FA in an official capacity when required
Liaises with Student's Union (currently)
Attend and contribute to JCC discussions and planning (currently)
FPSE DRISC Representative (5 meetings per year) (currently)
Liaises with other Institutions in the sector around decolonization and equity (currently)
Signing authority for the Association
Representing faculty on Board of Governors and liaising with FA (currently)
Attend FA Exec meetings, FA general meetings and Faculty Affairs Meetings
Sits on the Defense Fund Committee (currently)
Sits on the Employee Equity Committee (currently)
Attends FPSE AGMs (currently)
Participates in bargaining and pre-bargaining committees (currently)
Occasionally facilitates executive and general meetings
Advises and consults with other members of the executive
Participates in strategic planning
Attends other committee meetings, as called for

What skills does this person gain?

In some ways they are shadowing the president and learning what is needed in the president's role (like an apprenticeship)

Learns about function of JCC and gets to know the membership who come to the monthly FA meetings

Understanding of ECU internal organization + systems

Greater understanding of systemic issues in the sector

Greater understanding of issues around equity, finance, politics, unions and indigenization (both locally and provincially)

What needs adjusting within this role?

Although this role has probably been many things, a second release is necessary.

Q: Do we want to encourage VPs to become president? This is an option and would help with succession planning.

Treasurer

Summary of this role:

(a) Be the chief financial officer of the ASSOCIATION. Any two of the Treasurer, President or Vice President shall be signing officers for all cheques drawn on the ASSOCIATION'S accounts.

The Treasurer shall be in charge of all books, documents, files and effects of the ASSOCIATION, necessary to comply with the Federal and Provincial Labour Codes and Legislation Association Act and which shall at all times be subject to inspection by the EXECUTIVE or any ASSOCIATION member in good standing. (SH added from the Constitution)

How does this role support our organization?

Presents financial information and statements to the executive and members when required
Prepares budgets and projections
Bookkeeping and cash flow management
Prepare documents and liaise with accountant for financial reports
Liaises with financial advisor for Defence Fund investments
Liaises with administration for course releases/replacements and university expenses
Coordinates Defence Fund committee
Maintains a registry of all members in good standing
Co-writes cheques and sends e-transfers
Manages the banking and investment accounts
Liaises with committees when needed
Occasionally facilitates executive and general meetings
Advises and consults with other members of the executive

What skills does this person gain?

Understanding of ECU internal organization + systems
Communication

What skills does this person gain?

Learn about ECU's internal organization and systems
Fiscal responsibility and planning

What needs adjusting within this role?

Secretary

Summary of this role:

(a) conduct the correspondence of the ASSOCIATION;(b) issue notices of meetings of the ASSOCIATION and EXECUTIVE;(c) keep minutes of all meetings of the ASSOCIATION and EXECUTIVE; (d) have custody of all records and documents of the ASSOCIATION except those required to be kept by the Treasurer; (e) have custody of the common seal of the ASSOCIATION;(f) maintain the register of members; and(g) give all notices required by these

Bylaws as may from time to time be determined by the EXECUTIVE; (h) be the communications director of the Association (SH adding from the Constitution)

How does this role support our organization?

Conduct the correspondence of the association
Issue notices of meetings of the FA and the exec (actually done by president)
Issues notice of the Annual General Meeting, including date, time, and nomination forms
Keep records of all documents of the FA except for the Treasury documents
Upkeep of FA-specific documents (such as this document)
Have custody of the common seal of the association
Maintain the register of members
Give all notices required by the bylaws
Be the communications director of the association
Organizing and attending monthly non-regular meetups
Archiving history of the FA
Maintaining website and social media
Taking minutes during meetings
Editing minutes to 2 page documents to distribute to membership
Archiving both copies of meeting minutes
Maintaining membership contact lists
Sending weekly emails to the membership (summary of continuity of learning working group)
Sending FA meeting recaps to membership
Collaboration with FA President bi-weekly, to discuss meeting agendas and distribute newsletter
Visual Map: All working committees on campus
(Historically: order food for the FA monthly meetings. In the age of Sunny we do not share food due to the pandemic.)

What skills does this person gain?

Learn about the underlying structure of the organization
Learn how to take and archive minutes

What needs adjusting within this role?

Backup documentation is needed - why and when to use Robert's Rules?
Some of the communications tasks need to be delegated to an administrative assistant or coordinator role, or a second course release is necessary
Archive transparency

Steward

Summary of this role:

Focuses on conflict resolution - to be resolved informally where possible, or formally through the grievance process (see Collective Agreement, CA)

Guards faculty rights and responsibilities as outlined in the CA

Try to ensure natural justice is followed and upheld in the treatment of our members

How does this role support our organization?

It protects members' rights and acts as a check against unfettered managerial control

Co-ordinates with President on JCC Meetings

Internal go-to person for collective agreement issues and general complaints (harassment, discipline, hiring inconsistencies, equity problems, etc etc)

Participates in CARC FPSE Committee

Deals with grievances and conflict arbitration, accommodation issues for faculty on disability or medical leave

(Currently) co-ordinates and prepares for bargaining.

Trouble shoots about anything related to CA (from PD to intellectual property to hiring process to FA show, you name it)

When it goes well, empowers the membership (but with ongoing battles - you win some, you lose some, and some are a draw)

What skills does this person gain?

Learns about the grievance process, conflict resolution practice

Deeper understanding of the application of our collective agreement to individual situations

Learns about confidentiality and how it applies to members of our union

What needs adjusting within this role?

The nature of grievances is that they must protect members' privacy, but there needs to be better ways for all members to understand what stewards do.

Workshops on grievances could help.

Could/Should there be a Steward for each faculty or two Stewards at 2 releases each (each could cover two faculties?)

Member-at-Large

Summary of this role: To attend Executive meetings and contribute perspectives that are within the scope of the at-large member, and assist with other roles or tasks as determined by each member at large. Tasks and roles could include: FPSE committees, Faculty Show, Bargaining Team, Faculty Membership Organization, Communications, etc.

How does this role support our organization?

Within the various practices that the at-large member circulates and engages with other members of the faculty at all levels, the at-large member offers a voice to the executive, and the general faculty at meetings.

What skills does this person gain?

Communication and participation with the various levels of faculty and the feedback to the issues in regards to teaching practices.

Better understanding of what the FA does

What needs adjusting within this role? The contribution thus far is limited to the role at meetings given the conception provisioned.

Procedures

FA Executive Meetings

Executive Meetings are open to FA Executive Members, and are typically held once a month, mid-month.

FA General Meetings

General Meetings are open to the Faculty Association Membership and are typically held once a month, the last Monday of the month.

Quorum is 15% of current voting members

Variation on Robert's Rules: when does something require a motion and why?

For items that require RR:

1. Announce the motion: ie. "Do I have a motion to approve the agenda?"
2. Ask for a mover (record the Mover).
3. Ask for a seconder (record the seconder).
4. Call for discussion, additions, or amendments (in the case of an agenda ask for items for "Other Business").
5. After discussion or additions/amendments, call the vote.
6. Ask for those in favor, those opposed, abstentions.
7. Record the vote: carried or not carried.

Sometimes someone may ask for a Point of Order to be addressed, such as a failure to call for discussion. Stop the proceedings, deal with the Point of Order, then proceed.

Decision making structure

Consensus decision making tools are needed

FA Annual General Meetings

Notification of meeting - our practice is to notify the membership one month before the AGM
Election procedures - nominations form sent out with notice of AGM
The returning officer for the nominations committee is Martin Rose, who collects nominations ahead of time as well as on the floor during the AGM.

FPSE Committees

FPSE is a federation of 23 member locals, including our Faculty Association. FPSE runs a number of committees that gather members from across its locals, allowing us to better understand sector-wide issues and collective strategies. These FPSE committees generally meet once a semester* (over two days). ECUADFA offers a \$200 honorarium to Regular and Non-Regular members for participating.

- Presidents' Council* (meets once a month, over two days, during the Fall and Spring Semester)
- Bargaining Coordination Committee
- CARC (Contract Administration Review Committee - stewards at all the locals)
- Climate Emergency Working Group
- Decolonization, Reconciliation & Indigenization Standing Committee (DRISC)* (meets once a month, over two days, during the Fall and Spring Semester)
- Disability Management & Rehabilitation Committee
- Education Policy Committee
- Human Rights & International Solidarity Committee (HRISC)
- Non-Regular Faculty Committee
- Pension Advisory Committee (PAC)
- Professional & Scholarly Development Committee
- Women & Gender Equity
- Workplace Health, Safety & Environment Committee

Joint Committees

Joint Committees are committees managed or co-managed by Administration, with Faculty Association representatives. Joint Committees include:

- Joint Consultation Committee (JCC)
- Faculty Employment Equity Committee
- Developmental Review (Regular)
- Developmental Review (Non-Regular)
- Benefits Committee
- Professional Development (PD) Committee
- Sabbatical Review Committee
- Tenure and Promotion Committee
- OHS (Occupational Health and Safety)
- Policy and Procedure Reviews

- Workplace Wellness + Employee Accessibility *NEW*
- *Dean Review + Renewal Procedures Committee. Proposed Joint Committee, awaiting HR commitment.*

Over 2021-2022, three **Joint Pre-Bargaining Committees** were held:

- Non-Regular Faculty Working Conditions
- Tenure and Promotion
- Scheduling and Workload

Internal FA Committees

These are committees and working groups proposed and managed with the FA membership.

Internal Committees include:

- Bargaining Team
- Faculty Show Committee
- Sabbatical Working Group

Proposals for 2023/2024

These proposed and anticipated projects, stemming from issues the current Executive Working Committee has identified and will aim to address.

Membership Logistics and Union Building

Regular structure testing to determine participation levels

Communications and Media Organization

Steward Training and Succession Planning

Conflict Resolution