

# FACNC Standing Committees Terms of Reference

The successful operation of a professional union requires the involvement of all its members. The various standing committees of the Association carry out many specialized functions of the organization providing members with the opportunity to be actively involved. New faculty are particularly encouraged to stand for a position on one of the committees.

Committees report to the general membership at the Annual General Meeting in the Spring and the Fall General Meeting, as well as to the FACNC Board of Directors.

[The Professional Development Committee is not a standing committee of the Faculty Association. It is a joint faculty/administration committee established by the terms of the Collective Agreement to administer the professional development fund. It performs no organizational roles.]

## Contract Committee

**Purpose:** To review existing contract language, identify problems or weakness in the contract, assess membership priorities and prepare positions for the next set of negotiations. The committee is chaired by the Contract Chair, who is an Executive Member of the Faculty Association.

**Elections:** Committee members are elected at the Spring Annual General Meeting for a one year term.

**Chair:** The Chair is elected by the general membership at the Annual General Meeting. The Chair usually serves as our committee representative on the FPSE Bargaining Coordination and Review Standing Committee. The Committee Chair is also a member of the Faculty Association Executive.

## **Educational Leave Committee**

**Purpose:** To prepare the eligibility list based on established procedures; notify eligible faculty of time lines and obligations; approve or reject proposals for leave; make recommendations for leave to the College President.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership.

**Chair:** The Chair is elected by the Committee members from the Committee members.

## **Human Rights Committee**

### **Mandate:**

1. To ensure that human rights protection is available to members through the Collective Agreement.
2. To monitor the status of human rights on all campuses of CNC.
3. To provide information and education on human rights legislation and issues.
4. To communicate with other provincial and local organizations which promote human rights.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership.

**Chair:** The Chair is elected by the Committee members from the Committee members. The Chair usually serves as our committee representative on the FPSE Human Rights Standing Committee.

## **Status of Non-Regular Faculty Committee**

**Purpose:** To promote better and more consistent representation of the interest of those employees at the College who work as instructors, including continuing part-time, counsellors, or librarians, and other categories of work, and who are involuntarily deprived of job security, salary or benefits normally accorded faculty within the association membership.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership.

**Chair:** The Chair is elected by the Committee members from the Committee members. The Chair usually serves as our member on the FPSE Status of Non-Regular Faculty Standing Committee.

## Status of Women Committee

**Purpose:** To promote equity for women, especially with lobbies on women's issues.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership.

**Chair:** The Chair is elected by the Committee members from the Committee members. The Chair usually serves as our committee representative on the FPSE Status of Women Standing Committee.

## Social Committee

**Purpose:** To organize social activities for the benefit of faculty members, i.e., monthly socials at the college and/or union office, family barbecues, dinner dance; to provide refreshment at general meetings.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership.

**Chair:** The Chair is elected by the Committee members from the Committee members.

## Political Action Committee

**Purpose:** To promote awareness among faculty members of relevant political issues. The Committee may, from time-to-time;

- prepare and organize meetings with community and political leaders,
- promote cooperation with other organizations for the purpose of common political action,
- organize candidates' meetings,
- interview, gather data and research local candidates for Municipal, Provincial and Federal Elections and release information subject to approval by the FACNC Executive Council,
- lobby elected representatives on issues, policies and actions and
- carry out any other projects assigned or approved by the Faculty Association Executive Council.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership.

## **Disability Management Committee**

**Purpose:** This is a joint administrative/faculty committee. It assists faculty members who have an illness/injury that extends for more than 30 days to obtain benefits from Maritime Life and then assists in designing an appropriate return to work plan when the illness is resolved.

**Elections:** Committee members are elected annually at the Annual General Meeting in the spring by the general membership for a three year term.

**Chair:** There is no chair; the committee works in a collaborative fashion. The Benefits Administrator from Human Resources department co-ordinates, prints materials, and provides a monthly report to the Committee.