



Membership and Administrative Coordinator

Position Description

(Approved by the Executive Committee effective June 8, 2017)

The Membership and Administrative Coordinator works in a team environment to meet the mandate of MUNFA, reports to the President, and has the following roles and responsibilities:

1. Updating and maintenance of the databank and membership lists, working with Excel and the Human Resources reports. Cross listing all documents to ensure membership lists are up to date and accurate. Maintain MUNFA listserv and mail labels.
2. Updating, maintaining, cross-referencing and filing of appointment letters and cross-appointment letters for comparative reference and create reports on appointments and extensions.
3. Prepares letters and information packages for newly hired ASMs in regular term, tenured and tenure-track positions. Sends information packages to new hires not meeting with the Executive Officer.
4. Assist the Executive Officer with the implementation of the Communication Strategy, including maintaining and updating the website, creating and updating social media accounts, disseminating routine Information Bulletins, occasionally drafting Information Bulletins as directed by the Executive, and assisting with the facilitation of events.
5. Coordinate the design, implementation, and data analysis of surveys and other data collection methods.
6. Daily media monitoring of local, provincial, and national news sources for relevant articles of interest to the union (i.e., labour relations issues, university budget cuts) or articles that put a spotlight on members achievements inside and outside of the university.
7. Ensure the website has updated information about the MUNFA committees, other union-related news, and develop more opportunities to engage members through interactive webpages via the site.
8. Format and send MUNFA media releases to the media contact list and include on the MUNFA website as requested.
9. Maintain the Labourware database, entering query and grievance numbers. Prepare query and grievance labels for files. Provides training assistance to Grenfell AF&G Committee on Labourware. Create reports from Labourware as requested.
10. Coordinate and attend meetings of the Communications Committee. Prepare and distribute notes for the Communications Committee

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11. Coordinate the scheduling of MUNFA Benefits Committee meetings, attend meetings, take and edit notes for committee and office reference. Prepare and distribute background materials for the MUNFA Benefits Committee. Attend the University-Wide Benefits meetings as an observer and take notes for the Committee and MUNFA office reference.
12. Coordinate the scheduling of MUNFA Pensions Committee meetings, attend meetings, take and edit notes for committee and office reference. Prepare and distribute background materials for the MUNFA Pensions Committee.
13. Schedule and attend the MUNFA Scholarship Committee meetings, file scholarship documents and help coordinate efforts to grow scholarship donors.
14. Coordinate and manage travel arrangements as required.
15. Works with Faculty Relations staff to schedule grievance meetings, Joint Association/University Relations Committee (JAURC) meetings, and other meetings as required.
16. Filing of all membership documents from Human Resources, faculty advertisements, and other documentation as required. Document shredding as needed.
17. Maintains a list of retired MUNFA members which includes: sending application information to newly retired members, sending yearly renewals to existing retired members, collecting yearly dues and sending copies of Information Bulletins to all retired members.
18. Provides CAUT with update of MUNFA Members to receive CAUT Bulletin (September and January each year).
19. Create and maintain the Interpretation Binder with relevant information as provided by the GPO.
20. Performs the duties of the Administrative Officer, in the absence of the Administrative Officer, under the direction of the Executive. This includes support for the Executive Committee including the preparation of the agenda and all necessary papers for Executive meetings. Attend Executive Committee meetings and records the minutes of these meetings. Answers and re-directs phone calls as appropriate. Monitor the MUNFA email address and re-direct emails as appropriate. Maintain a log of incoming mail. Performs clerical duties as required (IBs, letters, spreadsheets, correspondence, photocopying, etc).
21. Copy grievances files and provide administrative support for the Legal Officer as requested.
22. Works with St. John's AF&G Committee Case Officer, GPO, and Faculty Relations staff to schedule grievance meetings.
23. Other duties as required.