



## **MUNFA ECONOMIC BENEFITS COMMITTEE**

### **Terms of Reference**

*(These terms of reference include changes approved by the MUNFA Executive Committee up to and including the meeting of January 22, 2018.)*

1. The MUNFA Economic Benefits Committee is created by and reports to the MUNFA Executive.
2. Among the Committee's tasks it:
  - a. reviews the MUN Group Economic Benefits Plans and makes proposals to the MUNFA Executive for improvements in it; and
  - b. deals with individual faculty questions about, or problems with, the plans; and
  - c. reviews its Terms of Reference at the first meeting of the Academic Year.
3. It shall submit a written report on its activities annually to MUNFA Executive Committee and at such other times as may be appropriate.
4. The Executive shall make the appointments to the MUNFA Economic Benefits Committee each October. The election of a new Chair by Committee members shall take place by the end of each October or as soon as possible following the appointments to the Committee by the MUNFA Executive. The MUNFA Executive shall be notified of the result of that election.
5. The Chair and the number of members of the Committee as specified in the current MUN/MUNFA Collective Agreement, shall be appointed to the University Economic Benefits Committee by the MUNFA Executive in consultation with the MUNFA Economic Benefits Committee. The MUNFA Executive shall recommend, in consultation with the MUNFA Economic Benefits Committee, appropriate numbers of members, as necessary, from those appointed to the University Economic Benefits Committee to sit on the University Economic Benefits Committee's subcommittees.
6. Prospective members will be asked to serve at least one year. At least 5 members of the committee will serve for two years in order to provide for staggered terms and continuity of membership.
7. The Committee's membership shall include current and retired MUNFA members.
8. All correspondence from the Committee to the general membership of MUNFA, to groups within the membership, or to groups eligible for membership requires Executive approval prior to circulation. Statements to the administration, the press or to the general public on behalf of MUNFA are the sole prerogative of the Executive. Correspondence from the Committee to individuals does not normally require Executive approval. However, due distinction in such correspondence must be made between MUNFA policy and the opinion of the Committee or individual correspondence. Correspondence by the Committee shall be limited to matters of fact regarding the MUN Group Economic Benefits Plans, and the Committee shall not offer individualized benefits advice to members.