

## **MUNFA EXECUTIVE OFFICER**

### **Position Description**

**(Approved by the Executive Committee effective January 18, 2017)**

The Executive Officer (EO) works within a team environment to meet the mandate of MUNFA, reports to the President, and has the following duties and responsibilities:

1. Provide support for the Executive Committee, including conducting environmental scans and research, drafting letters and reports, coordinates Association communication and implementation of Executive decisions. The EO will attend Executive meetings and provide reports to the Executive summarizing the Executive Officer's activities at regular Executive Committee meetings. The Executive Committee may request a written annual report.
2. Take primary responsibility for developing and implementing MUNFA's Communication Policy by acting upon direction and feedback from the Administrative Committee. This Communication Policy shall be subject to approval by the Executive Committee upon recommendation from the Administrative Committee. The Policy will govern, amongst other things, who is authorized to speak for MUNFA, under what circumstances, and a timing and approval protocol for any communications.
3. Take primary responsibility for developing and implementing a proactive communications strategy that will be an integral part of the Communications Policy. Responsibilities include, but are not limited to, researching and writing reports as directed, preparing Information Bulletins as directed, and posting relevant material to the MUNFA website and other social media. The nature of this communication will be agreed upon by the EO in consultation with the Administrative Committee. Works with the Membership and Communication Coordinator to implement the communications strategy.
4. Organize Executive Committee-approved social, academic, educational and relevant political events to increase MUNFA members' awareness and participation. Works with the Membership and Communication Coordinator to implement these events.
5. With the exception of queries regarding potential grievance issues, provide information to MUNFA members regarding the collective agreement and in accordance with Association policies, as delegated by the Executive. Meet with all ASM candidates and offers to meet with all new MUNFA members and provide information package.
6. Coordinate Joint Association/University Relations Committee (JUARC) pre-meeting including scheduling, creating the agenda and compiling meeting packages; attends meetings and records notes/minutes; maintains file of meeting minutes/notes.
7. Provide research and support to the Proposals Committee including scheduling meetings and recoding notes/minutes. This will include assisting the drafting of clauses for the Collective Agreement and coordinating/collating information received from members in response to a call for proposals. The EO shall serve as a non-voting member of the Proposals Committee.
8. Provide research, drafting, and editorial assistance to the Collective Bargaining Negotiating Committee including scheduling meetings and recoding notes/minutes. Attends meetings and maintains a file of detailed notes. Disseminates meeting notes to Chief Negotiator and committee members after each meeting. Conducts research, prepares reports and other presentations for

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MUNFA committees and members, of information pertaining to any aspect of negotiations, as directed by Executive. The EO shall serve as a non-voting member of the Negotiating Committee.

9. Provide support to the Executive Committee and other MUNFA representatives in liaison with government and others; conduct research and brief MUNFA officers for lobbying activities; respond to CAUT (Canadian Association of University Teachers) lobbying initiatives; maintain channels of information with relevant individuals and groups with parallel interests in relevant labour relations issues. The EO shall attend CAUT Council meetings as an observer.
10. Provide research and support to other MUNFA Committees (including Pensions, Economic Benefits, Scholarship, etc.). The EO shall be a member of the MUN and MUNFA Pension and Benefits Committee. The EO liaises between these MUNFA Committees, and acts as a non-voting member in Committee deliberations.
11. Responsible, in conjunction with a subcommittee when necessary, for updating, revising and maintaining the Standing Orders, including Committee Terms of Reference and MUNFA policies, as well as the Constitution and By-Laws, for review and approval of relevant committees and the membership.
12. Scan media for relevant trends and issues related to labour relations.
13. Will attend AF&G Committee meetings at the request of the Chair of that committee.
14. Shall be able to deal with highly sensitive and personal information that must be held in strict confidence. Must ensure that proper processes and protocol are developed and implemented within the MUNFA Office and various committees to ensure that confidentiality and privacy is preserved.
15. In the absence of the Membership and Communication Coordinator, act as the backup for the list-serv and website updates and edits.
16. Perform duties of the Grievance and Policy Officer, in the absence of the Grievance and Policy Officer, when directed by Executive.
17. Other duties as required by the Executive Committee.