

Nominations are now open for the 2017-2018 BUFA Executive Committee.

The BUFA Executive Committee invites members to nominate colleagues for the following BUFA Executive positions for 2017-2018.

President  
Vice-President  
Treasurer  
Grievance Officer  
Health & Safety Officer  
Communications Director  
Equity Officer  
Non-tenured Faculty Representative  
Professional Librarian Representative  
Members-at-large (2 positions)

**By-laws and release time stipends pertaining to election to the Brock University Faculty Association 2017-2018 Executive Committee are detailed below.**

### **2.3. Terms of Office**

Elected officials shall serve for one year, starting on July 1 each year, with the exception of the President, the Grievance Officer, and the Health and Safety Officer who shall serve for two years.

### **2.4. Re-Elections**

Elected officials may stand for re-election. The former notwithstanding, the President of the Association shall serve no more than three consecutive terms.

### **2.5. Release Time**

Faculty Association officials (including Executive Committee Members, Negotiating Team Members, BUFA Committee Chairs, and appointed representatives) shall receive a release time stipend commensurate with the duties of the position held, determined by the previous year's Executive Committee, and posted on the BUFA website along with the call for nominations to the BUFA Executive Committee each year.

## **2.6. Executive Committee Job Descriptions**

### **President**

- Supervises the general management of the affairs of the Association.
- Acts as the primary spokesperson for the Association.
- Presides at all meetings of the Association and of the Executive Committee.
- Serves as an ex officio member on all Association Committees and the Negotiating Team.
- Regularly presents reports to the Association and to the Executive Committee.
- Attends CAUT Forums for Presidents and represents the Association at CAUT Councils.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 2.0 FCE

### **Vice-President**

- Fulfills the duties of the President in his/her absence.
- Recommends appointments to the Executive of BUFA members on BUFA, University and Jointly-Appointed Committees.
- Serves as an ex officio member on the Grievance Panel.
- Serves on Association Committees and/or as a representative of the Association on University-wide committees as required.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 1.0 FCE

### **Treasurer**

- Responsible for overseeing the finances and accounts of the Association.
- Oversees the preparation of the Association's budget.
- Oversees the preparation and reporting of the Association's annual audit.
- Regularly presents financial reports to the Association and to the Executive Committee.
- Serves on Association Committees and/or as a representative of the Association on University-wide committees as required.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 0.5 FCE

## **Grievance Officer**

- Responsible for the administration of complaints and grievances.
- Serves as Chair of the Grievance Panel.
- Serves as a member of the Joint Committee on the Administration of the Agreement.
- Acts as a liaison between the Association and the University on grievance issues.
- Regularly presents reports to the Association and to the Executive Committee.
- Represents the Association as a member of the OCUFA Grievance Committee.
- Normally attends CAUT Forum for Senior Grievance Officers.
- Attends relevant training and development meetings and/or workshops.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 1.5 FCE

## **Health & Safety Officer**

- Represents the Association on the Joint Health & Safety Committee.
- Acts as a liaison between the Union and the University on health and safety issues, including accommodations.
- Regularly presents reports to the Association and to the Executive Committee.
- Attends relevant training and development meetings and/or workshops.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 1.0 FCE

## **Communications Director**

- Oversees production and distribution of the BUFA newsletter.
- Advises the Executive Committee on communications-related issues.
- Represents the Association at OCUFA Board meetings, conferences, and events.
- Regularly presents reports to the Association and to the Executive Committee.
- Serves on Association Committees and/or as a representative of the Association on University-wide committees as required.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 0.5 FCE

## **Equity Officer**

- Serves as the Employment Equity Advisor.
- Chairs the BUFA Equity Committee.
- Advises the Executive on policies, activities, and issues related to equity.
- Regularly presents reports to the Association and to the Executive Committee.
- Represents the Association as a member of the OCUFA Status of Women and Equity Committee.
- Performs such other duties as may be required by the Association and/or Executive Committee.
- Course release 0.5 FCE

## **Non-tenured Faculty Representative**

- Advises the Executive Committee on policies, activities, and issues related to non-tenured faculty members of the Association.
- Performs such other duties as may be required by the Association and/or Executive Committee.

## **Professional Librarian Representative**

- Advises the Executive Committee on policies, activities, and issues related to Professional Librarian members of the Association.
- Performs such other duties as may be required by the Association and/or Executive Committee.

## **Member-at-Large**

- Serves on Association Committees and/or as a representative of the Association on University-wide committees as required.
- Performs other such duties as may be required by the Association and/or Executive Committee.

**The deadline for nominations is 4:00pm, Wednesday, March 22, 2017.**

BUFA encourages all members to consider running for election.

A Nomination form is attached to this communication and can be found on the [BUFA Website](#). All nomination forms must be completed and returned to the BUFA Office, MC D402 or may be submitted electronically either by scanned document or with electronic signature [bufa@brocku.ca](mailto:bufa@brocku.ca), no later than 4:00pm, **Wednesday, March 22, 2017**.

A list of nominations received to date will be sent to the membership on **Tuesday, March 14, 2017**.

The slate of candidates will be presented to the membership by **Wednesday, March 22, 2017**.

The election will be held on **Thursday, March 30, 2017 and Friday, March 31, 2017** via the membership-protected section of the BUFA website. More details about the election will follow.

All membership-protected pages will be found under the '**Members**' tab from the main menu of the [BUFA Website](#). Once you have successfully logged into the new website with a password provided to you, you can change your password by clicking on "**Update Profile/Change Password**" under the "**Members**" page in the main menu.

Please contact [Joy Werner](#), BUFA Administrative Coordinator at ext. 3268 if you experience any difficulties logging in.

If you have any questions about the BUFA Executive Committee positions, please contact Linda Rose-Krasnor, BUFA President, at [linda.rose-krasnor@brocku.ca](mailto:linda.rose-krasnor@brocku.ca) or the [BUFA Office](#).