

Positions and Committees in MUFA Consitution and By-Laws	Term (yrs)	Teaching Release (Units)	Officers in Constitution (3)	Signing Authority (3)	Joint Committee (3)	Current Executive (13)	McMaster Links	Nominating Cmt	OCUFA Committees/Meeting Dates	CAUT Committees/Meeting Dates	Reports	Final Report	Portfolio Description (from Section J of YD, Constitution, By-Laws)	Other Notes
Past President	1 (of 3)		Y			Y	Chairs MUFA Service Award Cmt	Y				provide 1-page article for MUFA's Next 50 Years: The Presidents Reminisce	most recent available former President who held that office at the time of the annual general meeting of his/her term	
President	1 (of 3)	9	Y	Y	Y, Chair in alternating years	Chair	Senate (10) & Board (6) Observer	Chair	Attends October Board Meeting <b>2015/16 OCUFA Meeting: October 24-25</b>	Attends/votes at Council Meetings, President's Forum <b>2015/16 Meeting: Council Nov 27-29, President's Forum January 22-23</b>	3 President's Reports + Reports re JC, Univ. President, Provost, JC, Senate, Board, CAUT (~59)	at AGM	shall carry out Association policy and shall be responsible to the Executive Committee and to the membership. The President shall be Chair of the Executive Committee and of general meetings of the membership.	meets with Provost twice/mo, meets with President once/mo, hosts New Faculty lunches, co-hosts MUFA Retiree lunch, Chairs 2 General Meetings, serves on Committee for President's Awards for Outstanding Service. Also: supervises MUFA staff, review agenda and minutes for Executive meetings and JC meetings (in alternating years)
Vice-President	1 (of 3)	3	Y	Y	Y	Y		Y	Normally serves as OCUFA Director (attends/votes at 3 Board Meetings/yr) <b>2015/16 OCUFA Meetings: October 24-25, February 20-21, May 7</b>	<b>2015/16 Meeting: CAUT Council May 26 - 29, CAUT Workshop for New Presidents June 3-4</b>	3 Reports to OCUFA re McMaster and 3 back re OCUFA Board meetings	at AGM (re OCUFA)	shall perform such duties as requested by the Executive Committee as well as, in the absence of the President, the duties of the President.	
Special Enquiries & Grievances	1	3				Y			on Grievance Cmt. (4 mtgs/yr) <b>2015/16 Meetings: October 16, December 18, February 18-19, April 15</b>		Reports on OCUFA meetings	at AGM	assists members of the Faculty Association in obtaining information on University procedures, and helps to resolve individual grievances on a confidential basis. Assistance is available only to members of the Association. Although the Faculty Association is not obligated to assist non-members of the Association, it monitors all grievance procedures in order to protect the rights of its members.	
Treasurer	1			Y		Y						at AGM	A Treasurer shall be appointed by the Executive Committee from among its members.	reviews financial statements, interacts with auditor, participates in financial management of Association
Remuneration	1					Y			on Collective Bargaining Cmt (4 mtgs/yr), invited to 1 Finance Cmt Workshop <b>2015/16 Meetings: September 25, December 4, February 26, April 8, November 13 (Finance )</b>		Reports on OCUFA meetings	TBD	represents MUFA on the OCUFA Collective Bargaining Committee.	
Remuneration Chair/Committee (in a negotiation year)	1	6			Y				on Collective Bargaining Cmt (4 mtgs/yr), invited to 1 Finance Cmt Workshop <b>2015/16 Meetings: September 25, December 4, February 26, April 8, November 13 (Finance)</b>		Remuneration Brief, Repot on the Status of Negotiations	Collective Agreement, Agreement Report	The Committee is responsible for salary and benefit matters. It decides which salary and benefit items are to be given priority in negotiations with the Administration, and prepares a brief on these. This brief is submitted to the membership for approval at a General Meeting held in December or January. The Chair of this Committee represents MUFA on the OCUFA Collective Bargaining Committee.	
Pension	1					Y	PTC		ad hoc Pension Policy Group (15 universities)		Reports on OCUFA meetings	at AGM	monitors the work of the University's Pension Trust Committee and of any other committees struck to deal with pension issues. Makes recommendations and provides explanations regarding pension issues to the Executive and to the membership in a user-friendly format.	
Tenure/Permanence	1					Y (2)	YD					at AGM	responsible for monitoring existing University policies with respect to Academic Appointments, Tenure and Promotion of Faculty, and examines any changes proposed for these Policies.	T&P Workshop
Academic Affairs	1					Y						at AGM	deals with issues affecting teaching and research, ranging from classroom size to the encouragement of academic excellence at McMaster.	online teaching, awards?
Public Relations	1					Y						TBD	edits the Association's Newsletter and advises in the preparation of official MUFA documents or press releases.	website?
Membership	1					Y						at AGM	serves as a liaison with new members and participates in activities regarding orientation of new faculty.	new New faculty orientation
Human Rights	1					Y						TBD	concerned with the principles of equal rights and equal opportunities. Questions involving harassment, discrimination, employment equity and status of women will be addressed by this group.	includes LGBTQ, HRES, anti-discrimination policy...
Budget Advisory Committee						lapsed	Board Budget Cmt						The MUFA Budget Advisory Committee was formed in response to growing concerns about the amount and allocation of University resources during a time of unprecedented growth. The Committee meets periodically to discuss issues related to University funding and will, as part of a MUFA Executive mandate, issue regular reports that are intended to stimulate further discussion and critical analysis. (from first report in June 24, 2008), later reports in 2009 and 2010	"The primary mandate of this committee is to examine the resource allocation of the University in relation to McMaster's twin missions of teaching and research.", from 2009 report
CAUT & OCUFA Policy						see VP			see VP				OCUFA: ad hoc online Committee, Status of Women Committee (5), Teaching and Academic Librarianship Awards Committee (5), ad hoc Finance Cmt (4)	
Other					1 more person			3 more (By-Laws say 2) people						Awards, Membership surveying, Copyright, Government relations, faculty engagement... Liaison with MSU, MURA, MCFA, MUALA