

## Departmental Representatives Job Description

1. To bring concerns of UWOFA Members and members of the UWOFA Bargaining Units to the attention of the professional officer, the chair of Rights & Grievances, the President, or the Board (whichever seems most appropriate).  
  
To represent UWOFA to members of the department or unit, explaining issues and explicating the Collective Agreement (at a preliminary level, that of an intelligent and interested colleague, not the level of a lawyer or professional in the field).
2. To be available, where appropriate, to accompany any Member who wishes the support of an Academic Colleague to any meeting dealing with an employment-related matter.
3. To be a conduit for relevant matters to be raised with the department or unit (e.g. the advent of universal timetabling, surveys by UWOFA on salary or other issues) and conversely for the department or unit to raise matters with UWOFA.
4. To establish a higher profile for UWOFA in departments and units (e.g. to sign up members, encourage attendance at meetings, provide information about negotiations).

Approved  
Board – October 8, 2004