

Appointment, Term and Duties of UWOFA Representatives and/or Observers Policy

1. The Board shall appoint members to represent the interests of UWOFA to committees established under the Collective Agreement. It may appoint Members to represent the interests of UWOFA to other groups, organizations, agencies or events (including OCUFA, CAUT, the London Labour Council, and so on).
2. The President shall issue these Members a Letter of Appointment on behalf of the Board which will specify either the term of the appointment or, where the appointment relates to a specific event, specify the name, nature, place and date of the event.
3. Members with these appointments shall represent the interests of UWOFA to their respective committees in relation to matters under the jurisdiction of their committees. If the committee is established under the Collective Agreement, the terms of reference are defined there; if not, the informal terms of reference of the committees will clarify the Member's duties.
4. If appropriate, Members shall consult with and report to the Board. The Board may also request such consultation. The frequency of the consultation will depend on the specific circumstances of the work; the Letter of Appointment may specify frequency of consultation.
5. Members who accept these appointments shall submit a written report on the activities of their respective committees to the Board (a joint report, if more than one Member serves on the committee). The Board may publish this report, which shall be submitted on or before the final day of the term of appointment. If the Letter of Appointment provides the Member status for attendance at a specific event, the written report shall be submitted within one month of the conclusion of the event. The Board may also publish this report.

Approved:
Board of Directors – May 4, 2005