

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

| Version | Effective Date | Supersedes |
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| Policy Approver | Policy Owner | Policy Contact |
| Board of Directors | Policy & Governance Committee | UWOFA Vice-President |
| Last Reviewed | Next Review Date | Required Reviewers |
| February 2024 | February 2026 | Policy & Governance Committee |

1. As afforded in By-law 1 section 3.17 (2), the Board shall appoint Members to represent the interests of UWOFA to groups established under the Collective Agreements. It may appoint Members to represent the interests of UWOFA to other groups, organizations, agencies or events (including OCUFA, CAUT, the London and District Labour Council, and so on). Hereinafter, such groups, organizations, agencies or events shall be referred to as “groups”. The terms outlined herein for these groups are distinct from the terms outlined for the committees articulated in By-law 1 Section IV – Committees and By-law 3.
2. Any Member appointed to a group under this policy may be removed by resolution of the Board of Directors.
3. 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.
4. Members with these appointments shall represent the interests of UWOFA to their respective groups in relation to matters under the jurisdiction of their groups. If the group is established under the Collective Agreement, the terms of reference are defined there; if not, the terms of reference of the group and any direction from the President will clarify the Member’s duties.
5. If appropriate, Members shall consult with 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.
6. Members who accept these appointments shall submit a written report on the activities of their respective groups to the Board at least annually or at the conclusion of the group’s work. A joint report shall be submitted if more than one Member serves on the group. The report 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.
- 6.1 The Board may publish the reports outlined in clause 6, present the reports at meetings of Members, or request that Members serving on the groups herein present a report to a meeting of Members. The Board shall reserve the right to make or request modifications to any such reports.
7. At the Board’s request, Members who accept these appointments shall provide an oral report at a Board meeting or a Member meeting.

Observers to Senate

8. As outlined in By-law 2, the President shall be a UWOFA's Observer to the Western University Senate. The President may delegate an Alternate from the Executive Committee to attend any or all Senate meetings during their term. The UWOFA-Limited Term (UWOFA-LT) Observer to the Senate and the UWOFA-Librarian or Archivist (UWOFA-LA) Observer to the Senate and their Alternates shall be elected by the Membership according to the procedures set out in By-law 1.
9. UWOFA Observers are expected to represent the interests of UWOFA and their respective UWOFA constituencies to Senate. The President may include reports on the proceedings of Senate in their reports to the Board. The UWOFA Observers to Senate are encouraged to consult with their Senate constituencies, the President, the Board and other Senators. UWOFA shall provide support for such efforts.

Joint Committee

10. As outlined in By-law 2, the President and Vice-President shall be members of Joint Committee under the collective agreements covering UWOFA's Members.
11. The Grievance Officer shall be a member of Joint Committee.
12. The President shall propose and the Board shall appoint Members as the UWOFA Co-Chair of Joint Committee and the remaining fifth UWOFA representative. Preference may be given to Members with recent experience on either bargaining unit's Negotiating Committee or Collective Bargaining Committee.
13. At least one of the UWOFA representatives to Joint Committee shall be a librarian or archivist.