

By-law No. 2: Responsibilities of Officers

The University of Western Ontario Faculty Association

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By-law Approver	By-law Owner	By-law Contact
Board of Directors UWOFA Membership	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
March 2025	March 2027	Policy & Governance Committee

1. This by-law summarizes, for information and clarity, the responsibilities of each of UWOFA's officers. This by-law does not either restrict or expand the legal responsibilities of UWOFA's officers.
2. The President's responsibilities are set out in Appendix A.
3. The Vice-President's responsibilities are set out in Appendix B.
4. The Past President's responsibilities are set out in Appendix C.
5. The Treasurer's responsibilities are set out in Appendix D.
6. The Secretary's responsibilities are set out in Appendix E.

Appendix A

Responsibilities of the President

The President shall exercise overall responsibility for all of UWOFAs operations. This includes taking appropriate steps to ensure that what UWOFAs required to do or has decided to do is in fact done. This also includes oversight of UWOFAs activities performed by others.

The President shall defend the rights of Members, individually and collectively, and the integrity of the collective agreements covering those Members.

The President shall be aware of current issues in which UWOFAs is involved.

The President shall represent and speak for UWOFAs in its dealings with the university, other campus entities, and the community beyond the university. The President is UWOFAs representative to provincial and national federations (such as CAUT Council and the OCUFA Board of Directors).

The President shall be a member of the Executive Committee and shall chair its meetings. The President shall be a director and shall chair meetings of the Board.

The President shall prepare the agenda for Executive Committee meetings and shall propose for approval, by the Executive Committee and the Board respectively, the agenda for Board and membership meetings.

The President shall work closely as required with UWOFAs employees, supervise UWOFAs employees, and ensure the ongoing operation of UWOFAs personnel committee.

The President shall regularly report to the Board and to the Members about the President's ongoing activities.

The President shall be an ex officio member (non-voting) of the Grievance Committee and a member of the Joint Committee under the collective agreements covering UWOFAs Members.

The President shall attend meetings of the university Senate as an observer.

The President shall provide sufficient guidance and opportunities to the Vice-President so as to allow them to become familiar with the work of the President.

The President shall review this by-law with each other Officer at the start of their term.

Appendix B

Responsibilities of the Vice-President

The Vice-President shall become familiar with those aspects of UWOFA necessary to serve as its President, including being aware of current issues in which UWOFA is involved and UWOFA personnel matters.

The Vice-President shall accompany the President as requested to internal and external meetings.

The Vice-President shall be a member of the Executive Committee and shall be a director.

The Vice-President shall chair the Policy and Governance Committee, be a member of the Nominating Committee, and be a member of the Joint Committee under the collective agreements covering UWOFA's Members.

The Vice-President shall be an ex officio member (non-voting) of the Grievance Committee and an ex officio member (non-voting) of the Committee for Contract Faculty.

The Vice-President shall fill in for the President as necessary and shall attend to those additional matters reasonably assigned to them by the President or the Board.

The Vice-President shall work closely as required with UWOFA's employees.

Appendix C

Responsibilities of the Past President

The Past President shall provide UWOFA with the benefits of their experience, being available for consultation as requested, in particular with the President and Vice-President.

The Past President shall be a member of the Executive Committee and shall be a director.

The Past President shall be the chair of the Nominating Committee.

The Past President shall be an ex officio member (non-voting) of the Grievance Committee.

The Past President shall fill in for the President or Vice-President as necessary and shall attend to those additional matters reasonably assigned to them by the President or the Board.

The Past President shall work closely as required with UWOFA's employees.

Appendix D

Responsibilities of the Treasurer

The Treasurer shall have overall responsibility for all financial aspects of UWOFAs operations.

This includes overseeing:

- (i) the keeping of accurate records, in the proper form, of all transactions;
- (ii) the safeguarding of all funds;
- (iii) the collecting of funds payable; and
- (iv) the paying of funds due.

This also includes ensuring that appropriate financial processes are followed.

The Treasurer shall work closely with UWOFAs employees responsible for financial and operations management, and with other UWOFAs employees as required.

The Treasurer shall prepare and circulate an annual budget for UWOFAs to the Board for adoption, and present the annual budget to the Members.

The Treasurer shall make recommendations to the Board and to the Members about the appointment of the auditor of UWOFAs, shall review the ongoing performance of the appointed auditor, and shall make recommendations to the Board about the remuneration of the Public Accountant.

The Treasurer shall meet with the auditor and assist the auditor and any other external entity with proper requests for financial information.

The Treasurer shall present the audit service plan, the audited financial statements, and the audit findings to the Board. The Treasurer shall make recommendations to the Board about any comments made by the auditor. The Treasurer shall make recommendations to the Members about the audited financial statements.

The Treasurer shall, in consultation with the Executive Committee, manage UWOFAs investments. The Treasurer shall make recommendations to the Board about any policies on investment.

The Treasurer shall make recommendations to the Executive Committee about annual release time and payment in lieu, and present it to the Board for ratification.

The Treasurer shall, as appropriate, obtain Board approval for important financial management decisions.

The Treasurer shall regularly report on UWOFAs finances to the Board and to the membership.

The Treasurer shall be a member of the Executive Committee and shall be a director.

The Treasurer shall be a member of the Strike Action Committee (SAC) and shall Chair the SAC Finance Sub-Committee.

Appendix E

Responsibilities of the Secretary

The Secretary shall ensure that accurate records are maintained of all Members of UWOFA.

The Secretary shall coordinate the timing of, and notice for, Executive Committee, Board and membership meetings.

The Secretary shall assist the President in preparing the agenda for Executive Committee, Board and membership meetings.

The Secretary shall ensure that accurate minutes are kept, and subsequently approved, for Executive Committee, Board and membership meetings.

The Secretary shall support Officers, UWOFA employees, and others as needed, in the interpretation of UWOFA's bylaws and policies.

The Secretary shall support the Speaker in the handling of membership meetings.

The Secretary shall ensure that UWOFA files all required corporate information, including information about directors and officers, in a timely manner.

The Secretary shall ensure that chairs of committees have the records they require for the proper functioning of the committee.

The Secretary shall oversee the implementation of UWOFA's document management policy.

The Secretary shall be a member of the Executive Committee and shall be a director.

The Secretary shall work closely as required with UWOFA's employees responsible for operations management, and with other employees as required.