

By-law No. 2  
The University of Western Ontario Faculty Association  
Responsibilities of Officers

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 is 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 CAUT.

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 (under the collective agreement covering those employees).

The President shall regularly report to the Board and to the Members about his or her ongoing activities.

The President shall be an ex officio member (non-voting) of the Grievance Committee, an ex officio member (non-voting) of the Committee for Contract Faculty 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 him or her to become familiar with the work of the President.

Appendix B  
Responsibilities of the Vice-President

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

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 UWOFAs'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 him or her by the President or the Board.

Appendix C  
Responsibilities of the Past President

The Past President shall provide UWOFA with the benefits of his or her 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 and the chair of the Representatives Council.

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 him or her by the President or the Board.

## 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 as required with UWOFAs employees responsible for financial transactions and operations management.

The Treasurer shall prepare and circulate an annual budget for UWOFAs.

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

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

The Treasurer shall make recommendations to the Board about the approval of the audited financial statements and about any comments made by the auditor.

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, 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.

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 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.