

CUFA: Guidelines on the Responsibilities of a Councillor

The Union ⇔ *Council* ⇔ *General Membership*



Together for a better Concordia
Ensemble pour un Concordia meilleur

CUFA Councillor's Role



- **ROLE:**

- Represent a CUFA constituency (one or more departments)

- **DUTIES:**

- Attend Council and General Meetings
- Inform your constituency of CUFA business and solicit opinions on issues that come up
- Be available to answer constituent questions and relaying them to the Executive
- Be familiar with the Collective Agreement
- Encourage members to attend General Meetings

Meeting Attendance



- Either the Regular or the Alternate must attend Council meetings
- **CUFA Secretary to be informed** if no Councillor is attending.

Feedback to/from your constituency

- Keep your colleagues up-to-date on emerging CUFA business
 - Update your departments regularly
 - Inform the Council on issues arising in your departments
 - Ensure communication with **ALL departments** forming your constituency.

Provide support on CUFA questions

- Frontline person to address initial questions for workplace issues (cc CUFA)
- Advice on specific actions are to be given only by the Executive/Legal
- Need help with specific inquiries? Forward to:
 - CUFA Executive - <https://cufa.net/about/executives/>
 - Legal Officer (Genevieve.Robichaud@concordia.ca)
 - Research and Communications Officer (lea.roboam@concordia.ca)
 - Office Manager (c.bohbot@concordia.ca)

Know and use the CA



- Some **frequently arising issues:**
 - Duties and requirements for contract renewal, promotion and tenure
 - Outside employment
 - Leaves (parental, sabbatical, etc.)

General Meetings

- Encourage members in your constituency to attend General Meetings
- Quorum is important for CUFA to function effectively.

DON'T FORGET: Should you have questions about how to handle specific situations, both the Executive and Legal are available to help.

Council Membership



- Councillor term: two (2) **years**.
- Vacant seats: the Chairs of the constituencies are contacted.
- Councillors or Alternates **must be available** for the duration of the term.
- Joint nomination possible: specify periods of availability
- When Council members go on leave during their term CUFA election committee (elections@cufa.net) must receive :
 - Their resignation notification
 - A form duly appointing a replacement
- A schedule of all Council meetings before the Fall term
 - Reminders for each meeting together with documents.

Contact CUFA Elections Committee by email: elections@cufa.net