



Fostering an organizational culture of ongoing recognition and respect as an equal partner within the MRU community.

MRSA Representation on MRU Committees: Procedures

The purpose of the procedures to determine the representation of the Mount Royal Staff Association (MRSA) on Mount Royal University (MRU) committees is to create a process which is transparent, equitable and inclusive.

The MRSA is periodically requested to provide representation on a variety of MRU committees. The committees vary in the expertise and time commitment required. Representation is vital so that the voice of the MRSA is taken into account in decision-making and staff engagement occurs within the institution.

Following are the procedures for choosing which members will represent the MRSA, and the responsibilities of those chosen:

- 1) The MRSA President or Vice-president(s) bring(s) the request for representation on a committee to a meeting of the Executive.
- 2) The Executive discusses whether a member of the Executive, a member appointed by the Executive, or an MRSA member at large should be the MRSA representative on the committee. The requirements of the committee are discussed and then the following criteria about the member determined:
 - a. Knowledge of/years of service to the MRSA
 - b. Knowledge of/years of service to MRU
 - c. Committee experience
 - d. Other criteria relevant to serving on the committee
 - e. No conflict of interest
- 3) If a member of the Executive is determined as preferable, the Executive discusses and then votes on the decision, or votes by secret ballot if more than one member has put his/her name forward.
- 4) If a member appointed by the Executive is determined as preferable, the Executive discusses and then votes on the member chosen or votes by secret ballot if more than one member is deemed suitable.
- 5) If a member at large is chosen, the MRSA Administrative Assistant sends out an e-mail to all MRSA members describing the charter of the committee (if applicable), the time commitment required, and the reporting, including the form it will take, to the MRSA Executive required.
- 6) If more than one member puts forward his/her name to stand, the MRSA Administrative Assistant will ask all interested members to write a statement no longer than one page (250 words) which answers the following questions:
 - a. Why do you wish to represent the MRSA on the committee?
 - b. Why do you think you would be a good representative of the MRSA on the committee?
 - c. What committee experience do you have?
 - d. Is there anything else you would like to add?

*Voted on and approved by the Executive, May 19, 2011
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- 7) The Executive reads, discusses, and votes on the statements.
- 8) The MRSA Administrative Assistant sends an e-mail to the successful member which includes the following:
 - a. The name of the committee and its charter
 - b. The meeting schedule, if available
 - c. The frequency of the reporting to the MRSA Executive and the form it will take
- 9) The MRSA Administrative Assistant sends an e-mail to the unsuccessful member(s) which includes the following:
 - a. A thank you for their interest
 - b. An invitation to consider other opportunities to be involved in MRSA
- 10) The MRSA Administrative Assistant informs the person who made the request for representation of the name of the MRSA representative, if applicable.