



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

Committee Terms of Reference	
First draft: 02/10/2017	Sponsor: MRSA Governance Committee
Current Version: 2.1	
Last Amended: 12/12/2017	Approved by: MRSA Executive
Next Review: 1/9/2019	

The Mount Royal Staff Associations' (MRSA) role is to represent all non-academic staff at Mount Royal University (MRU) in areas such as equitability and a safe working environment, and to act as the bargaining agent on behalf the MRSA membership and functions in accordance with the principles set out in the MRSA Constitution and other Provincial legislation.

Structure and Governance

The MRSA has several standing committees. As noted in the Constitution and Collective Agreement, "it shall be the duty of the President to: establish committees as deemed necessary for MRSA operations". Furthermore, the Constitution states that "the MRSA may have the following standing committees and other ad hoc committees as deemed necessary by the Executive."

- Audit and Finance Committee
- Communications Committee
- Education, Development and Training Committee
- Employee Relations Committee
- Governance Committee
- Negotiations Committee
- Professional Development Day Committee
- Social Committee

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The Executive shall have the authority to convene ad hoc committees as needed.

Committees are responsible for the management, organization, and implementation of policy and procedures based on their needs. Committees within the MRSA will determine the frequency of meetings, record keeping, and voting procedures based on their needs. Some Committees will have a budget set in May of the fiscal year (July – June). Any request for funding or adjustments to committee budgets must be approved by the Audit and Finance Committee.

Reporting

All Committees are responsible for consistent and frequent reporting to the MRSA Executive to update them on their activities. Written reports shall be presented at least quarterly, or upon request/as needed.

Minutes may not be required, but it is recommended that each Committee keep records of their meetings.

The Negotiations Committee reports and accountable directly to the membership in matters related to Negotiations and the Collective Agreements.

Recruitment

Each Committee is responsible for the recruitment of members based on their needs. Exceptions are the Negotiations Committee and the Education Development and Training (EDT) Committee, of which members are elected, as described in their respective membership sections. Each Committee is responsible for selecting a Chair and Co-chair.

Standing Committees

Audit and Finance Committee

Mandate: The Audit and Finance Committee will serve as oversight in regards to the financial operations, internal controls, and risk management of the MRSA organization. The Committee will also evaluate and recommend to the Executive on financial planning, reporting, and performance of the MRSA organization, and update policies within these areas in consultation with the Governance Committee. The Committee will also evaluate internal financial policies and

procedures, in addition to important regulatory, legal, and contractual responsibilities. Recommendations brought to the Executive will be voted by simple majority.

Committee Membership: The Audit and Finance Committee is comprised of five (5) members, which includes the MRSA Treasurer, as outlined in the MRSA Constitution, as well as the MRSA President, one (1) MRSA Vice President, and two (2) MRSA members. Members sitting on the Committee must be approved by the Executive and must serve a minimum of two years. Members may serve an additional year (for a total of three years) prior to renewal. Vacant positions on the committee shall be filled upon discretion of the MRSA Executive. A minimum of three (3) Committee members is required for meetings to proceed.

Roles and Responsibilities

- To draft a report (guided by the MRSA Treasurer) to the Executive on a quarterly basis
- To provide recommendations on the efficiency of the Committee
- To bring external counsel or advisors based on recommendation deemed appropriate by the Executive
- To provide oversight on the performance of the external auditor and review the annual audit plan with the external auditor
- To provide a review of the MRSA annual audited financial statements and provide oversight of the integrity of the financial information presented
- To provide a review of the findings from all internal and external audits as a performance indicator
- To provide a review of the financial reports presented to the Executive
- To provide recommendations on any adjustments during the fiscal year
- To provide recommendations on any capital projects
- To provide recommendations on the annual MRSA budget
- To assess and provide oversight of investments of the MRSA and make any recommendations if necessary
- To provide an annual review of the MRSA insurance plans
- To provide oversight and appropriate response on the prevention and detection of fraud
- To present a financial report at the Annual General Meeting and respond to member queries

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Communications Committee

Mandate: The Communications Committee is responsible for disseminating messages of the MRSA to the membership using various communications platforms for the purpose of community engagement, recruitment, planning and other purposes as needed. Any correspondence by the Committee will be consistent with the values of the MRSA and shall be sent in a timely manner. Any communication by the Committee will act in accordance with privacy legislation where applicable.

The Communications Committee may be the sender or recipient of sensitive messages and will be responsible for coordinating with the Executive when deciding how to respond. The Committee may also be required to collaborate with the Executive in response to such messages.

Committee Membership: The Communications Committee will be comprised of six to eight (6 - 8) volunteer staff (including one MRSA Executive member) and can be enlarged further based on the needs of the Committee. The Committee will also be responsible for designating a Chair/Co-Chair(s) for Committee meetings. An MRSA Vice-President acts as the Communications Officer.

Roles and Responsibilities

- To report and be accountable to the MRSA Executive
- To remain in frequent contact with the MRSA Executive
- To develop the communications calendar and plan based on the needs of the Committee and the MRSA Executive
- To share MRSA messaging with the membership through communications platforms such as the newsletter
- To manage a dedicated email address (mrsacomms@mtroyal.ca). The membership will be able to send messages to this email. The Chair and the MRSA Executive Assistant will share access to this email address
 - All emails sent to this address will receive an automated reply assuring a response within two business days. The Committee Chair will be responsible for responding to messages in a timely manner
- To coordinate with the Executive before replying to messages of a sensitive nature
- To elect a Chair or Co-Chairs, who shall have the authority to make final decisions on Committee business
- To meet regularly and schedule additional meetings as needed
- All members of the Communications Committee must sign the MRSA Oath of Confidentiality and Code of Conduct. For example, in camera discussions about employment-related issues are held in strict confidence
- To liaise with other MRSA Committees to serve their communications needs

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Use of Committee Email

- The Committee email will be accessed only by the current Committee Chair or Co-Chairs, and the MRSA Executive Assistant. The Chair will inform the MRSA office of any change in access
- All emails not directly related to newsletter inclusion requests; questions or comments regarding MRSA social media or podcasts; or, questions or comments directly relating to MRSA communications are to be forwarded to the MRSA Executive Assistant for further action
- This account will only be used to send emails to and within the Committee or to the MRSA Executive Assistant and/or Executive or to reply to those general membership requests as outlined above
- This account will not be used to disseminate messages to the MRSA membership as a whole or for any personal use

Education, Development and Training (EDT) Committee

Mandate: It is the responsibility of the EDT Committee to allocate funds provided by MRU, for reimbursement of any tuition/fees paid by MRSA members who have participated in education, development and/or training activities as per the Collective Agreement. In addition, the EDT Committee is responsible in allocating funds provided by MRU to the dependents/spouse of MRSA members as per the Collective Agreement.

Committee Membership: The membership is comprised of five (5) to seven (7) elected members. If there are vacant position(s), the Committee may seek permission from the Executive to make appointments.

Roles and Responsibilities

- To determine and define committee roles annually
- To ensure equity and adhere to timeliness in the allocation and distribution of funds to applicants
- To ensure all applications are checked, reviewed and processed based on current EDT guidelines
- To ensure all EDT guidelines, policies and procedure are kept current based on the Collective Agreement
- EDT guidelines, policies and procedures are developed in a joint committee with MRU

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Employee Relations Committee

Mandate: The function of the Employee Relations Committee is to mediate and facilitate employment and labour relations on behalf of all MRSA members. The Employee Relations Committee's role also pertains to any collective bargaining agreements with the MRU Board of Governors. The Committee is granted the right to address members' concerns on behalf of the Executive.

Committee Membership: The Employee Relations Committee will be comprised of the MRSA President, Vice President, and one (1) Executive member.

Roles and Responsibilities

- To assist the MRSA President in responding to workplace concerns
- To decide on appropriate dispute resolution mechanisms
- To document and evaluate workplace concerns and appropriate responses
- To inform future members of the Employee Relations Committee and Executive of workplace concerns and responses
- To attend labour relations and employment conferences with approval from the MRSA Executive
- To provide training for Executive members on responses to workplace concerns
- To provide provisional support of conflict resolution training for MRSA members with supervisors in anticipation of any dispute resolution mechanisms

Governance Committee

Mandate: The Governance Committee is entrusted with reviewing, revising, and drafting the governing documents of the MRSA to meet the needs of the collective. In addition, the Committee will ensure that all policies and procedures are up to date, and are in alignment with the Constitution and internally with other documents. Recommendations made by the Committee are non-binding and will be reviewed by the Executive for approval.

Committee Membership: The Committee will be comprised of a minimum of three (3) members, which includes the MRSA President or Vice President, one (1) other Executive member, and one (1) MRSA member. The Chair of the Committee will be selected from members of the Governance Committee. Members may be appointed at the discretion of the MRSA President.

Roles and Responsibilities

- To develop and revise policies and procedures and make recommendations to the Executive on such changes, and ensure that MRSA concerns can be conducted in a professional manner.
- To steward and maintain all governing documents of the MRSA and to ensure internal consistency with all documents

Negotiations Committee

Mandate: The function of the Negotiations Committee is to ensure a fair and favourable outcome on collective agreements for MRSA members. The Negotiations Committee is accountable to the MRSA collective. Any proposed agreements, which have been negotiated, will be presented to the membership. The Committee is accountable to reporting back to the membership.

Committee Membership: The Committee is comprised of the Chair, which shall be appointed by the Executive, and shall be an Officer, and four (4) elected members. All members serve for the duration of the negotiations process. It is recommended that members should serve in some additional capacity with the MRSA for a minimum of one (1) year prior to seeking election, and to have a thorough understanding of the University and its organizational structure and processes.

Advisory Committee:

The Negotiations Advisory Subcommittee will act as a resource to the Negotiations Committee, providing insight, research and support to the negotiations process. Its role will be strictly advisory and strategic, and will have no direct decision-making authority or access to legal counsel. Subcommittee members will have access to the same information and research as the negotiations committee. The subcommittee will consist of no more than four members appointed by the Executive. Selection will be based on candidates' skills and expertise relevant to the negotiations process. The subcommittee will be activated on the recommendation of the Negotiations Committee. The chair of the Negotiations Committee will act as liaison to the Negotiations Advisory Subcommittee.

Roles and Responsibilities

The Negotiations Committee prepares the groundwork for negotiations on collective bargaining agreements, which includes the following:

- To collect data on other collective agreements and economic forecasts for collective bargaining
- To survey members on input on suggested changes to the collective agreement
- To correspond with the Executive on any concerns of the negotiation process
- To gather budget data of MRU
- To exercise negotiations with the MRU Board of Governors (BOG) as per the Collective Agreement
- To settle any provisions with the BOG
- To communicate information to MRSA members on any proposed changes to the collective agreement
- To hold voting sessions with MRSA members on any proposed agreements
- To meet with MRSA members in the event of any rejected proposal and to continue bargaining with the BOG

Professional Development (PD) Day Committee

Mandate: The PD Day Committee will organize and administer the PD Day and follow up with MRSA staff members in a timely manner. The PD Day Committee strives to meet the professional and personal development needs of all MRSA members. Funding is provided by the MRSA and MRU which is used to deliver inter- and intra-departmental programming and opportunities to MRSA members. The Committee acknowledges the needs of MRSA members both professionally and personally and will provide personal developmental sessions to meet those needs. It is the mandate of the Committee to foster a culture of open ideas, strategy, and to develop a collaborative working environment for MRSA members.

Committee Membership: The PD Day Committee will consist of ten (10) volunteer members and a minimum of one (1) member from the MRSA Executive. If necessary, a Chair and Co-Chairs will be selected prior to the first meeting scheduled in September.

Roles and Responsibilities

- To be accountable to the MRSA Executive
- To provide a detailed budget and timeline to the MRSA Executive no later than January 31 of each year
- To engage the membership by proposing programming ideas
- To assist other sub-committees as necessary
- To assist in organizing events, and attend meetings on a timely basis

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- To report to the Executive regularly
- To present a final report, generated by the Committee, to both the MRSA Executive and the MRU Administration
- To provide learning opportunities through speakers and facilitators as selected by the Committee
- To strive to foster the skills of MRSA members through continuous improvement and learning
- To solicit feedback from the membership for further improvement of programs, integrate feedback for future conferences, and will report feedback to the MRSA Executive

Social Committee

Mandate: The Social Committee’s role is to encourage participation and engage MRSA members.

Committee Membership: The Social Committee is comprised of a minimum of one (1) member from the MRSA Executive and five (5) volunteer members.

Roles and Responsibilities

- To be responsible and accountable for the fiscal allocation on specific events.
- To propose a budget for their activities

Revision Table

Version Number	Date Approved	Approved By	Description
1.xx	Fall 2016	MRSA Executive	Individual ToR updated annually
2.00	Winter 2018	MRSA Executive	Individual ToR combined into one document
2.01 (current)			Revisions applied to the Negotiations Committee section. The Advisory Committee section has been added

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