



*A culture of recognition and mutual respect where the MRSA is an equal and valued partner in the MRU community.*

Expression of Interest for Appointment Procedure		
First draft:	Spring 2023	Sponsor: MRSA Governance Committee
Current Version:	4.0	
Last Amended:	Spring 2025	Approved by: Executive Board
Next Review:	Spring 2027	

## Overview

This document outlines the procedure for the selection of the Board of Governors Representative, members of the Collective Bargaining Committee and any other members the MRSA appoints for joint, internal committees, or other MRSA member representatives, as needed.

The MRSA is periodically requested to provide representation on a variety of MRU committees, internal MRSA committees and other representative matters. 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 member engagement occurs within the institution.

## Purpose

The purpose of this procedure is to provide a framework for fair, accessible, transparent and timely selection of MRSA member representatives which supports engagement, equity, diversity and inclusivity of the MRSA.

### 1.0 Expression of Interest

Expressions of Interest (EOI) for the role of MRSA Board of Governors Representative, and on committees or other roles which do not fall under the Nomination and Elections Policy and Procedures, will be reviewed by the President. Recommendations for specific process and appointment will be determined by the Executive, as per the below procedures.

EOI may be as simple as a call out for interested participants, or may be more formal with specific criteria and metrics. The call out for formal EOI will provide members with a minimum of two (2) weeks notice, when possible, and shall generally occur during the nomination period for General Elections.

The MRSA Office will notify the Assistant University Secretary with the name and resume of the appointed Board of Governors' Representative of the MRSA. Approval for this position is granted by the Alberta Minister in charge of post-secondary education.

### 2.0 Eligibility

All members are eligible to apply for available vacancies, provided:

- Candidates for Executive Board roles are full-time employees or full-time continuing term employees, and are recommended to have served a minimum of one (1) year on the MRSA

Executive Board. The President is required to have served a minimum of one (1) year on the Executive Board.

All positions must commit to a twelve (12) month servicing capacity, regardless of their employment hours of designation.

- b) Candidates for the Collective Bargaining Committee are actively employed with MRU and must provide availability for preparation and engagement in the bargaining process. This may exclude casual employees, depending on the individual's ability to commit time to the needs and work necessary for the committee.
- c) Candidates for any joint or internal committees of the MRSA or MRU are members of the MRSA. Additional requirements may be determined based on the terms of reference for any specific committee, and/or as determined to be necessary for proper representation and support of the bargaining unit. This may exclude casual employees, depending on the individual's ability to commit time to the needs and work necessary for the committee.

### **3.0 Process**

- a) The MRSA President will bring a recommendation for MRSA representation to a meeting of the Executive.
- b) The Executive discusses whether a member of the Executive, a member appointed by the Executive, or an interested member at large would be the appropriate MRSA representative.
- c) The Executive Board will determine if a formal EOI or call out for interested participants is required to assess a member(s) placement as a MRSA representative.

### **4.0 Formal Expressions of Interest Criteria**

- a) BoG Representative:
  - 1. Length of service with MRU;
  - 2. Length and aspects of service with the MRSA;
    - a. Preference will be given to members who have served on the Executive Board
  - 3. Aspects of skills, experience and expertise which will support a strong/improved relationship with MRU BoG and MRU leadership, and will support the advocacy of the MRSA's interests.
- b) Collective Bargaining Committee:
  - 1. Length of service with MRU;
  - 2. Length and aspects of service with the MRSA;
  - 3. Aspects of diversity that will best represent the varied needs, backgrounds and range of positions within the MRSA bargaining unit;
  - 4. Aspects of skills, experience and expertise that will support the advocacy of the MRSA's bargaining unit interests at the bargaining table.

## 5.0 Executive Appointments

- a) For EOI processes with specific criteria, the Officers will review potential candidates and put forward recommendations for approval to the Executive Board. The Executive Board may appoint members through a motion and voting process. Approvals will be noted in the minutes of Executive meetings.
- b) The BoG Representative will be selected by the Executive Board. The delegate's name will be submitted to the Ministry of Advanced Education for appointment to the MRU Board of Governors as legislated by the province of Alberta.
- c) The Collective Bargaining Committee will comprise a maximum of five (5) MRSA members, including one Executive Board member as per the Terms of Reference.

## 6.0 Notice and Committee Member responsibilities

Once a committee member has been confirmed by the Executive, notice of appointment will be provided to the member in an email, including the following information:

- a) Name of the committee and its terms of reference, or role and description, if available;
- b) MRSA Accountability Agreement and Code of Conduct (if a current agreement is not already on file for the member, annually);
- b) The meeting schedule, if available.

Notice to unsuccessful member(s) will be provided including a thank you, and invitation to consider other opportunities for involvement in the MRSA.

Version Number	Date Approved	Approved By	Description
1.01	April 12, 2023	Executive Board	<i>First version</i>
2.0	May 10, 2023	Executive Board	<i>Revisions applied to incorporate some items from the MRSA Representation on MRU Committees: Procedures document (now archived)</i>
3.0	March 6, 2024	Executive Board	<i>Eligibility requirements for Executive Board roles added</i>
4.0	June 25, 2025	Executive Board	<i>Addition of BoG Rep appointment notification to the MRU President's office.</i>

### Related Policies:

[Nomination and Elections Policy and Procedures](#)