

GENERAL POLICIES AND TERMS OF REFERENCE FOR BOARD COMMITTEES AND OTHER APPOINTMENTS

Preamble: Bylaw provisions:

“4.3 The Board may establish such Committees as it deems necessary to carry out the objectives of the Association”

“5.2 The President shall: (5.2.5) be an ex-officio member of all committees”

“6.9 The business of an Annual General Meeting shall include the presentation of reports by ... the Nominating Committee...”

General Policies

1 The President shall at the first meeting of the Board following the Annual General Meeting, or as necessary, recommend the continuation of each standing and ad hoc committee, task position, and external representation, and recommend for Board approval the appointments of representatives of the Association, and Chairs of committees.

2 The Board shall establish Terms of Reference for each committee.

3 The number of members of each committee shall be a minimum of three, or as may be stated for each committee.

4 In general, each representative to an external body shall vote only on matters directly relevant to the interests of MUNPA members.

5 Each representative shall report to the Board at its meetings as required and to the AGM. The report to the AGM shall be placed on the MUNPA website.

6 Where costs may be incurred in carrying out the duties of any position, these shall be budgeted and approved by the Board in advance.

7 It is the intention of the Board that retained revenues should be capped annually. (A) The cap will be determined by examining the dues collected in the fiscal year that has just ended. Total retained revenues should not exceed the total amount collected to that fiscal year end. (B) When, due to extenuating circumstances beyond the Board’s control that result in the cancellation of MUNPA activities/events and associated expenditures, the cap will be temporarily increased by the amount of unspent revenue. (C) It is the responsibility of the Board to specify how these retained revenues will be expended in subsequent years. (D) Where funds are available in excess of the cap defined in (A) and (B), excess funds will be expended efficiently and prudently. It will be the responsibility of the board to specify how and when excess retained revenues will be expended in subsequent fiscal years. (E) Where funds exceeding the cap defined in (A) and (B) are not fully expended within two fiscal years, the Treasurer is to tender the funds exceeding the cap to the MUNPA scholarship fund or to another fund, chosen by the Board, that supports Memorial University students.

8 Any two officers of the President, Treasurer, Vice-President, or Secretary are authorized to approve expenditures up to \$500.00 not previously approved in the authorized budget. The expenditure shall be reported to the Board at the next meeting.

9 The Board of Directors may, at its discretion, invite the past treasurer to serve for up to one year as *an ex officio* member of the Board of Directors, in order to assist the new treasurer in the assumption of his or her duties.

Standing Committees and Positions

Standing Committees:

1. Nominations Committee
2. Administration Committee
3. Awards Committee
4. Communications Committee
5. Bylaws and Amendments Committee
6. Programme Committee (St. John's)

Standing Positions:

1. A representative and an alternate to the University Pension Committee
2. A representative and an alternate to the University Benefits Committee
3. Privacy Officer
4. Newsletter Editor
5. Technology Officer
6. Liaison with CUPE and NAPE Members
7. Liaison with MUNFA
8. Liaison with West Coast Members
9. CURAC Delegate and Alternate Delegate

Terms of Reference for Standing Committees:

- 1 The Nominations Committee:
 - 1.1 The Chair of the committee shall normally be the Past President.
The committee shall:
 - 1.2 seek and prepare a list of eligible candidates for election to the Board in accordance with Article 6.10 and 6.11 of the Bylaws;
 - 1.3 propose at the Annual General Meeting one name for each position and then call for additional nominations from the floor;
 - 1.4 where there are contested positions and the nominees from the floor state they are willing to serve, conduct an election by secret ballot.

- 2 The Administration Committee shall:

- 2.1 develop appropriate procedures for the efficient operation of the Association office including the duties for any contractual services;
- 2.2 act in a supervisory role to ensure the efficient operation of the Association office;
- 2.3 ensure that the Association membership list is kept up-to-date; develop policies on matters concerning the operation of the Association office;
- 2.4 recommend payment for contractual services.

3 The Awards Committee shall:

3.1 have primary responsibility for the Association Retiree Tribute Awards that shall normally be awarded to at most three Association members annually in recognition of exceptional post-retirement achievement in any of the following three categories:

- 3.1.1 Outstanding service to the Community;
- 3.1.2 Outstanding service to the University;
- 3.1.3 Outstanding achievement of other kinds that exemplify the value of retirees to the University or the Community;

3.2 promote and administer the Retiree Tribute Awards

In particular, it shall:

- 3.2.1 ensure that an appropriate nomination form is available on our website and/or available to any member upon request;
 - 3.2.2 review any past unsuccessful nominations concurrent with new nominations;
 - 3.2.3 evaluate the merits of each nominee in accordance with the criteria established in each category;
 - 3.2.4 submit a report on nominations under consideration to the June meeting;
 - 3.2.5 recommend at most three candidates together with supporting documentation by July 15;
 - 3.2.6 ensure, for each awardee, that an appropriate certificate is prepared for presentation and that a Presidential Citation is prepared to be read at the Awards Ceremony;
 - 3.2.7 ensure that the names of Tribute Award winners are posted on the Association Tribute Award web-page;
- 3.3 as practicable, inform the MUNPA membership about recognition of retirees by bodies external to MUNPA.

4 The Communications Committee shall:

- 4.1 normally include the Newsletter Editor, the Technology Officer, and the Secretary plus at least one other member;
- 4.2 consider and recommend to the Board appropriate ways to enhance communications both internally and externally;
- 4.3 assist the Newsletter Editor by suggesting items for inclusion in the Newsletter;

4.4 assist the Technology Officer by reviewing the content of the website and suggesting ways in which the information on the Association website may be enhanced;

4.5 recommend to the President, as the official spokesperson of the Association, issues that may form the basis for Association news releases;

4.6 develop a welcome kit for new members so that new retirees are made aware of the association and the benefits of membership.

5 The Bylaw and Amendments Committee shall:

5.1 be responsible for maintaining a watch on the Bylaws and to recommend to the Board the wording of amendments to be put forward at a General Meeting;

5.2 consider and recommend to the Board bylaws for the efficient administration of the Association;

5.3 ensure that appropriate notice of motion for each amendment is given to the membership in accordance with Article 9.2 of the Bylaws;

5.4 ensure that a copy of the Bylaws is posted on the Association website;

5.5 provide support for the Board and the AGM with respect to rules of order.

6 The Program Committee (St. John's) shall:

6.1 organize and publicize appropriate social, recreational, educational and other events for members in the St. John's area;

6.2 provide the Board reports on pending and past events;

6.3 organize programming for the Annual General Meeting;

6.4 submit a draft budget for these events to the Board for approval.

7 The Privacy Officer shall:

7.1 undertake training and liaison with the University IAPP office as necessary;

7.2 review and recommend to the Board updates to the Association's Privacy Policy;

7.3 respond to questions from the membership on privacy issues;

7.4 remind the Board at least annually of the Privacy Policy approved by the Association.

8. The College and University Retiree Associations of Canada (CURAC) delegate shall normally be the President.