

GENERAL POLICIES AND TERMS OF REFERENCE FOR BOARD COMMITTEES AND OTHER APPOINTMENTS (approved by the Board 14 May 2013; amended February 10, 2016; May 10, 2017, May 9, 2018)

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.

The cap will be determined by examining the dues collected in the fiscal year immediately ending. Total retained revenues will not exceed the total amount collected to that fiscal year end.

Where funds are available in excess of the cap, excess funds will be liquidated on or before December 31st of the current fiscal period based on proposals received and approved by the Board.

Where no proposals are received and/or approved or where excess funds are not fully expended by September 30, the Treasurer is to tender the funds available beyond the cap to the MUNPA scholarship fund.

In that there currently is a sizable retained revenue balance as at March 31, 2016 it is agreed that the Board does not wish to release these funds in one lump sum. The balance in excess of 2017 revenue will be disbursed over a maximum of a three year period at the Boards direction beginning in the 2017/18 fiscal year. Where no proposals are received and/or approved by December 31st or where funds dispersed do not equal one third of the excess retained revenue recorded at March 31, 2017, the Treasurer is to tender the funds available to the MUNPA scholarship fund.

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;

2.4 develop policies on matters concerning the operation of the Association office;

2.5 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:

3.2.1 Outstanding service to the University;

3.2.2 Outstanding service to the Community;

3.2.3 Outstanding achievement of other kinds that exemplify the value of retirees to the University or the Community.

3.3 promote and administer the Retiree Tribute Awards.

In particular, it shall:

3.3.1 ensure that an appropriate nomination form is available on our website and/or available to any member upon request;

3.3.2 review any past unsuccessful nominations concurrent with new nominations;

3.3.3 evaluate the merits of each nominee in accordance with the criteria established in each category;

3.3.4 submit a report on nominations under consideration to the June meeting;

3.3.5 recommend at most three candidates together with supporting documentation by July 15;

3.3.6 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;

3.3.7 ensure that the names of Tribute Award winners are posted on the Association Tribute Award web-page; 3.4 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 Programme 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 its 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 ensure that the Association complies with provincial and federal privacy legislation;

7.4 respond to questions from the membership on privacy issues;

7.5 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.