



## **NICFA FPSE STANDING COMMITTEE POLICY**

### **Policy Statement**

North Island College Faculty Association members who act as FPSE Standing Committee representatives do important work for the Association. They help to bring information and education to the membership and exchange information with colleagues from other higher education organizations in the province.

### **Scope**

This policy applies to all NICFA members who serve on an FPSE Committee.

### **Appointment Process**

Representatives shall be assigned to the FPSE committee with their election by the membership, acclamation or automatic appointment every two years in general elections (see Appendix A). The Executive may appoint an interim member for the duration of the term should a vacancy become available.

### **Responsibilities**

Representatives play an important role in the union by liaising with colleagues from across the province. Representatives are autonomous professionals, who, when appointed, shall take on several important responsibilities, including:

1. Attending FPSE committee meetings prepared, reporting relevant local information before and during these meetings, and participating in committee activities to the best of their ability;
2. Consulting with the NICFA President or designate before FPSE committee meetings to learn more about the issues being explored;
3. Voting at FPSE Standing Committee meetings in line with the known or presumed direction of the Local;
4. Providing the President with a brief verbal or written overview of key matters covered during the meeting within ~14 days, including any resolutions proposed by the committee or other key matters;
5. Reporting on the committee's activities in a brief report to the NICFA membership annually at an Annual General Meeting;

6. Following through with RSVPs to the committee and informing the President, in advance, when unable to attend FPSE meetings;
7. Taking on any other activities associated with the role (eg. sitting on an NIC committee like DMRC or JOHS)
8. Enlisting colleagues to attend and/or help with committee activities in the local

### **FPSE Standing Committee Meetings**

FPSE pays the expenses for NICFA representatives' attendance at in-person FPSE Standing Committee meetings. Representatives must attend if they have committed to do so. Chargebacks to NICFA for non-attendance without good reason may be subject to correction through NICFA's Conduct and/or NICFA Correction & Discipline Policies. Representatives who cannot attend an FPSE Standing Committee meeting must inform the president.

### **Budget for NICFA Activities**

The Association will adopt an annual budget of \$4000 annually to support activities related to Standing Committees, with no committee representative authorized to spend more than \$750 per academic year as requested through the Executive. Activities or events should be directed primarily toward the membership and for their benefit, although others may be welcome to participate.

Funds will be dispersed on a first-come, first-served basis until the money is exhausted. The Executive may consider requests beyond the caps at its discretion.

To access the funds, a representative must email the President & Treasurer to request support for an event or activity in advance. The request should outline the purpose and include a preliminary budget outlining the funds required. The President will authorize the expenditure or refer it to the Executive for consideration. Requests from one committee representative exceeding \$750 will go to the Executive automatically.

Financial requests should be made as far in advance as possible to ensure members have an opportunity to participate in activities.

The committee representative must submit original receipts & an Expense Claim Form to the Treasurer for reimbursement or may have invoices sent directly. Travel per diems for the SC representative(s) to other campuses may be included and should be part of the overall activity budget.

Standing Committee representatives are encouraged to collaborate on activities of mutual interest and to leverage activities supported by FPSE or other Locals.

Standing Committee representatives who go to other campuses for activities related to their committee work may apply for mileage reimbursement for their travel. This and other event costs shall be reimbursed in line with the NICFA Standing Committee Policy and must not exceed the maxima outlined.

NIC shall bear the costs associated with responsibilities related to statutory requirements (e.g. paying for travel/sub costs for JOHSC training, investigations, etc.). Representatives who are unsure about coverage can consult with the President or designate in advance of participating in the activity.

First Approved: May 2024	Last Revised	Subject To Review: 2027
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## **Appendix A: NICFA FPSE Standing Committees 2023**

*Bargaining Coordination* - elected as Chief Bargainer

*Climate Action* - elected by members

*Contract Administration & Review* - elected as Chief Steward

*Decolonization, Reconciliation & Indigenization* - appointed as Noxsola

*Disability Management & Rehabilitation* - elected by members; also serves as

NIC-NICFA DMRC rep

*Academic Governance* - elected by members

*Human Rights & International Solidarity* - elected by members

*Non-Regular Faculty* - elected by members

*Pension Advisory* - elected as Treasurer

*Women & Gender Equity* - elected by members

*Workplace Health, Safety & Environment Committee* - elected by members; also serves as JOHS rep on their own campus.