

Guidelines for NUFA Standing Committees:

These guidelines were approved by the NUFA Executive at the May 29, 2014 Executive Meeting.

Each Committee will elect a Chair at its first meeting and report the name of the Chair to the Executive. All NUFA Standing Committees will report on their activities, either in writing or orally, at the regular meetings of the Executive, and each Committee is required to prepare a written report for the General Membership Meeting (October) and a written Annual Report for the Annual General Membership Meeting (May). Reports will include the following: name of the Chair and Committee Members, number of meetings held, events planned, issues discussed/addressed; motions voted upon, and costs incurred. New initiatives must first receive Executive approval. Each Committee will keep minutes of meetings (or e-mail exchanges if done virtually, and any other correspondence). At the end of the year, the minutes and files of each Committee will be archived in the NUFA Office.

Communications Committee

- The NUFA News will be published twice per term according to a regular schedule established prior to the start of the fall term. This schedule will include the deadlines for submissions, the dates for submission to the Executive for approval, and the publication dates.
- The Committee will actively solicit topics of interest and will be responsible for writing timely articles in addition to soliciting articles from Executive Members and Standing Committee Members and representatives on non-Association Committees.
- The Committee will plan for regular articles, such as research funding recipients, Learning Opportunity Award recipients, Textbook Bursary winners, etc.
- The Committee will rotate the “Spotlight on Research” from faculty to faculty and department-to-department, so that the widest range possible is achieved in highlighting our Members. Also, no one Member will be highlighted in consecutive editions or more than once per year.
- The Committee will publish, as much as possible, regular meeting dates of the Executive and Standing Committees, announcements of relevant items, etc.
- The Committee will consider including some personal items, such as, births, retirements, deaths. With the last two, it is important to highlight Members’ contributions to the university community and the Association.
- During Collective Bargaining (CASBU/FASBU) the Committee will operate on stand-by, preparing Bargaining Information Bulletins as required.

Constitution Committee

- The Committee (or its Chair) will meet with the Executive at least once, at the beginning of the new academic year to discuss potential issues/changes with regard to the Constitution.

Gender Equity and Diversity Committee

- The Committee (or its Chair) will meet with the Executive at least once at the beginning of the new academic year to discuss issues/directions for the Committee.

Scholarships Committee

- The Committee will advertise the Textbook Bursaries and Learning Opportunity Awards (LOA) beginning early in September in order to promote student awareness.
- The Committee will prepare Textbook Bursary 'bookmarks' (or other information) which will be made available at the campus bookstore at the beginning of each term to be distributed to all students as a reminder to apply for the bursary and to keep their receipts.
- Any amendments to monetary disbursements or significant changes in practice will be sent to the Executive for approval.
- The Committee will consider meeting at least once during the summer months to plan for the promotion of the Learning Opportunity Awards and Textbook Bursaries before classes begin.
- The Committee will review the applications for the LOA and Textbook Bursary, in order to make any necessary improvements.

Social Committee

- The Committee will prepare a schedule of socials at the beginning of the year in consultation with the Executive Assistant.
- The Committee will plan each Membership social several months in advance, and the Committee will publish the dates of the events at least 2-3 weeks in advance.
- The Committee will make all efforts to coordinate or assist in coordinating simultaneous Membership socials at the Bracebridge and Brantford campuses. (This may include arranging transport for Members to attend socials at the main campus.)
- The Committee will make every effort to regularly change the venue of social events.
- The Committee will prepare a standard contract (or agreement) for any venue that would include the requirement for a detailed invoice on the food and drink purchased, quantity, cost, and the disbursement of the gratuity. Payment will then be made to the vendor by cheque.
- There will be a commitment to ensuring the server at NUFA events is paid an adequate gratuity.