

Text of motions pertaining to agenda item 6(b), Constitution and Bylaw Amendments – Executive Director Position

Council recommends that the Bylaws pertaining to the Executive Director position be changed as approved at the March 21, 2017 Council meeting.

University of Toronto Faculty Association General Bylaws

(As approved at the Annual General Meeting, April 22, 2015)

Article 2: The Executive Committee

2.8 An Office Staff Relations Committee shall be formed as a sub-committee of the Executive Committee. The committee shall consist of the President, Vice-President Grievances, Vice-President Salary, Benefits, Pensions and Workload, the Treasurer, and one other member of the Executive Committee appointed by the Executive Committee. ~~If the Association retains an~~ An incumbent Executive Director, the Executive Director will beserve as a non-voting member of the Committee. The Office Staff Relations Committee shall consider a variety of personnel matters as they arise including hiring, job descriptions, contract terms, performance reviews and terminations. Decisions will be determined by a majority vote. The Committee shall meet and report to executive on a regular basis, at least twice each academic term. The goal of the Committee is to ensure that best practices are employed in the above-mentioned tasks and that the office is meeting the needs of the Association.

Article 3: Terms of Reference for the President

3.7 As the principal officer of the Association, the President has authority over the office staff and the day-to-day functioning of the Association. Specific duties may be delegated by the President (including to an Executive Director).

Article 17: Executive Director ~~and Business Officer~~

17.1 ~~If~~ When UTFA hires ~~decides to hire an Executive Director, the Executive Committee will circulate the initial draft job description to Council for comment. The Executive Director (ED) is the senior administrative officer of UTFA and Chief of Staff, the PIPEDA coordinator, the Chief Returning Officer, a non-voting member (ex-officio) of UTFA committees, and Executive Officer of the Executive Committee and Council.~~

~~17.2 The Executive Director is responsible for supervising the Association's operations and for implementing policies in accordance with the Constitution and By-Laws, as directed by the President.~~

~~17.3 The Executive Director supports elected officers of the Association in the execution of their duties; advises the Association on policy matters; conducts all Association elections and maintains custody of the ballots and results; and is responsible for the preparation and custody of minutes of meetings of Council and the Executive. The Executive Director may delegate the practical or mechanical aspects of these duties to staff members. The Executive Director shall deliver regular reports to Council.~~

~~17.4 The Executive Director is selected by the Office Committee and may be dismissed only by a vote of the Executive Committee. The President shall be a member of this selection committee. This committee is responsible for a) creating a detailed job description and advertisement for the position and b) conducting a formal search.~~

~~17.5 The Business Officer reports to the Executive Director. He or she assists the Executive Director and is responsible for the day-to-day supervision and training of non-professional staff in the UTFA office.~~