

SMUFU Liaison Committee - Terms of Reference

(Proposal – June 15, 2020, Revised June 19, 2020)

The following is a suggested framework for the Liaison Committee going forward. For Summer 2020, the initial formation of the committee is supported by a team of three co-chairs (two Executive members and one non-Executive member), and the initial membership of the committee will be based on previous committee membership lists.

1) Purpose

- a) The Liaison Committee is a committee of the SMUFU membership. The Committee's purpose is to:
 - i) Liaise between the Executive Committee and all members;
 - ii) Provide a channel for communication with and among departments/units about labour issues and identify shared matters of concern
 - iii) Identify and develop expertise and interest among members in matters relating to labour organizing and the workplace
 - iv) Build capacity among members for other roles, including leadership, in the union
 - v) Build engagement strategies with members on calls for action on issues of shared concern
 - vi) Liaise with the Executive and the membership to collect ideas and feedback from members during bargaining consultations

2) Composition

- a) **Co-chairs:** The Liaison Committee will be normally co-chaired by a member-at-large of the SMUFU executive and a non-executive member of SMUFU. The co-chairs will normally be appointed by the Executive after a Call for Nominations.
- b) **Members:** The Liaison Committee will strive to have at least one representative from every department/program on campus.
 - i) The Co-Chairs will ask Department chairs/Program coordinators/Unit heads to identify one or more representatives by the beginning of September each year.
 - ii) The incoming co-chairs will also consult with the previous year's committee membership to confirm if any members wish to continue on the committee.
 - iii) The Co-Chairs will keep a current membership list to track departmental representation and contact information.
 - iv) The Co-Chairs will ensure that the Committee includes at least one Lecturer-stream representative and at least one LTA

3) Function

- a) **Decision-making:** The Liaison Committee can provide suggestions and guidance to the Executive and may be consulted by the Executive on issues of concern. The Liaison Committee is not empowered through the SMUFU by-laws to make decisions on behalf of the union or to represent the union in public statements or actions, and may not act on behalf of the union without consultation with and approval of the Executive.
- b) **Reporting:** The Liaison Committee will report at meetings of the general membership. The Liaison Committee does not report to the Executive, but may bring issues of concern to the members as it deems necessary.
- c) **Record keeping:** the committee will keep its own minutes and records, which will be managed by the Co-Chairs.
- d) **Consultation and Meetings:** The Liaison Committee will normally meet at least once per term to discuss concerns raised by departments and individual members. The Liaison Committee may focus meetings on key issues of concern to members. Co-chairs will provide a clear agenda in advance in consultation with members. In bargaining years and other times where additional discussions are necessary, the committee may meet more frequently.