



**OCAD University Faculty Association**

# What is OCADFA?

The Ontario College of Art & Design Faculty Association (OCADFA) is the union that represents more than 600 faculty members, academic technicians, and counsellors. The Association was formed in 1965 with the mandate of protecting the rights and improving the working conditions of its members and continues today as the sole recognized bargaining agent for its members and as their voice in the complaint process.

## What does OCADFA do?

### *Negotiations*

OCADFA negotiates a Memorandum of Agreement (MoA) with the University. The MoA lays out the terms and conditions of employment for all faculty and academic staff. The MoA is your comprehensive resource regarding all the details of your job, expectations and rights at the University.

### *Grievances and Member Representation*

In collaboration with its members, OCADFA monitors the University's compliance with the MoA. The Association may file grievances on behalf of itself and/or one or more of its members if it believes the MoA, or relevant policy or legislation, has been violated, in order to defend its members' individual and collective rights. If you think your labour rights have been violated, you should check our "Grievance FAQs" on our website: [ocadfa.ca](http://ocadfa.ca).

In the case of discrimination concerns, we may refer you to the Office of Diversity, Equity and Sustainability Initiatives to pursue a complaint through the Respectful Work and Learning Environment Policy, because the Ontario legislative environment generally requires that discrimination complaints

follow that path. Even there, however, we often can help you assess your situation and provide support in filing and pursuing a complaint.

## *Advocacy*

On the provincial and national level, OCADFA advocates for issues affecting the post-secondary sector by working with the Ontario Confederation of University Faculty Association (OCUFA) and the Canadian Association of University Teachers (CAUT).

## *Outreach and Communication*

OCADFA keeps its members informed about the issues affecting them and the broader University sector through internal email, and social media: Facebook and Facebook Closed Group, OCADFA Social Justice Caucus, Slack (a BIPOC and allies initiative with multiple channels, including a closed BIPOC-only channel), a quarterly newsletter, theme-specific meetings, and biannual general meetings.

OCADFA is a participatory democracy and all board members engage with and seek input from the membership regarding the board's decisions. The Faculty Association reports regularly to the members and manages OCADFA's day-to-day operations.

## *How does OCADFA operate?*

OCADFA has two part-time staff members (Connie Reid and Ramona Pavilionis) and an elected Board of Directors. The Board consists of the President, Vice-President, and Secretary/Treasurer, as well as a Negotiations Chair, a Grievance Chair and four additional directors. All of these positions are elected by the membership for limited 3 year terms. The Board reports regularly to the membership and seeks the advice and direction of the members at general meetings. Roles and duties of the directors are outlined below:

## *OCADFA President*

As the head of OCADFA, the President plays a leadership role in advocacy, outreach, and communication, both within OCADFA and at a provincial and federal level, promoting and maintaining relations with other institutions and associations. In addition, the President:

- regularly reports to and consults with the membership on issues that affect them;
- supervises the affairs and operations of the Faculty Association. This includes overseeing other members of the Board and Board committees;
- works closely alongside the Negotiations Chair and Grievance Chair in their carrying out of duties;
- chairs all membership and Board meetings;
- regularly attends Board of Governors meetings, or has a Board-appointed designate do so;
- signs all by-laws and membership certificates; and
- has the authority to act in an emergency nature for the benefit of the Association with Board approval.

## *OCADFA Vice-President*

The Vice-President supports and works closely alongside the President in the carrying out of roles and responsibilities as outlined above. In addition, the Vice-President, or other Board appointed Director, may exercise the duties and powers of the President in her/his absence. The Vice-President also:

- is one of three representatives of OCADFA on the Administration and OCADFA Joint Committee. The Joint Committee is a group defined by the MOA that provides a forum for on-going discussion of issues of mutual concern outside of the bargaining and complaint processes; and
- with other board members helps coordinate communication efforts to the membership. does ongoing research on the state of the university in support of the president and of OCADFA's communications with the membership.

## *OCADFA Secretary/Treasurer*

- records and circulates the minutes from all membership and Board meetings;
- keeps records of all receipts and disbursements of the Association;
- manages the Association's funds, and reports on the status of these funds to the full membership annually;
- disburses the Association's funds under the direction of the Board of Directors;
- reports to the Board of Directors at every meeting an account of all her/his transactions as Secretary/Treasurer, and the financial position of the Association;
- liaises with OCAD U finance and accounting departments;
- liaises with the Association's accountant and investment counselors;
- participates in advocacy, outreach, and communication, both within OCADFA and the community at large, promoting and maintaining relations with other institutions and associations;
- performs other duties from time to time as determined by the Board of Directors.

## *Board Members-at-large*

Board members-at-large work alongside the President, Vice-President, and Secretary Treasurer to support the Association. The Board meets a minimum of six times a year, and all Board members participate in discussion and decision-making on issues that affect the membership. In addition, members-at-large may:

- consult with members and advise on issues pertaining to by-laws and the Memorandum of Agreement as required;
- participate in advocacy, outreach, and communication, both within OCADFA and the community at large, promoting and maintaining relations with other institutions and associations;

- Assist the executive and committee chairs with their duties, as appropriate. This may include assisting in a grievance process and/or Respectful Workplace and Learning Environment Policy (RWLEP) process;
- communicate with the membership regarding Association affairs; and
- Work with a focus on a specific constituency such as contract faculty or equity seeking groups.

## *Board Committees*

In addition to electing the Board members listed above, the membership also elects the Chair and members of the Negotiations Committee, and the Chair and Associate Chair of the Grievance Committee. The Committee Chairs report regularly to the OCADFA Board. Their roles and responsibilities are listed below.

### *Chair, Negotiations Committee*

- heads the Negotiations Committee, and leads the committee into the collective bargaining process with the University in all matters that affect OCADFA and its members.
- consults with, and solicits input from, OCADFA members in preparation for bargaining with the Employer regarding changes to the Memorandum of Agreement.
- seeks ratification for initial bargaining proposals from the membership at a General Meeting, commonly called the negotiation mandate.
- reports regularly to the Board of Directors regarding the Negotiations Committee's activities and negotiations with the University.

### *Chair, Grievance Committee*

- heads the Grievance Committee, and coordinates the advising and representation of members with complaints and grievances pertaining to the Memorandum of Agreement (MoA) or related policies;
- manages disputes that arise from the interpretation, administration or alleged violation of the MoA or policy;
- represents members or the Faculty Association in meetings with the University, and consults with the Board of Directors and legal counsel, as appropriate;
- may represent members who are either complainants, respondents or witnesses in a Respectful Workplace and Learning Environment Policy (RWLEP) complaint; and
- facilitates complaint and grievance management with members of the Grievance Committee who may assist in the investigation of grievances or management of complaints.

### *Associate Chair, Grievance Committee*

The Grievance Chair is supported by an Associate Chair, who is not part of the board and who works closely alongside the Grievance Chair to carry out the Association's grievance duties. This one-year trial position was created in December 2017, and will be subject to review at the end of 2018.

The Grievance Chair and Associate Chair may add further members to the grievance team if needed.

Contact OCADFA:

General inquiries:

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