

## **TERMS OF REFERENCE**

### **JOINT COMMITTEE ON THE ADMINISTRATION OF THE AGREEMENT**

#### **Standing Committee**

##### **Purpose**

- 1.1 The purpose of these Terms of Reference is to provide guidance to the Joint Committee on the Administration of the Agreement ("Committee") to carry out its business in accordance with the Constitution, Bylaws and Policies of the University of Victoria Faculty Association.
- 1.2 The defined terms have the same meaning as the Bylaws of the Association.

##### **2.0 Mandate**

- 2.1 The Committee is a Standing Committee of the Association.
- 2.2 The mandate of the Committee shall be as follows:
  - 2.2.1 Collaborate with the Administration representatives in administering and interpreting the Framework Agreement; and
  - 2.2.2 Identify issues to be addressed in future negotiations.
- 2.3 The Executive Committee may by resolution delegate additional duties to the Committee.

##### **3.0 Authority**

- 3.1 The Committee may make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.
- 3.2 The Committee may request to meet with the Executive Committee or Officers. In consultation with the Executive Committee, the Committee may seek input from experts and Members.
- 3.3 The Executive Committee shall consider the recommendations and either adopt the recommendations without amendment or make such amendments they deem appropriate and adopt the recommendations. If the Executive Committee deems it appropriate or the subject matter requires, the Executive Committee may refer the recommendations in whole or in part to a General Meeting.

##### **4.0 Membership & Reporting**

- 4.1 The Executive Committee shall appoint three (3) members to the Committee of which one member may be the President in accordance with Article 75 of the Framework •Agreement.
- 4.2 The members appointed by the Executive Committee shall:
  - 4.2.1 Report regularly to the Executive Committee; and
  - 4.2.2 Keep records of its meetings, decisions and recommendations.
- 4.3 The Committee shall report to the Executive Committee at least quarterly by delivering a written report to the Executive Committee.

- 4.4** The Committee may request administrative support from the Association to fulfill the reporting obligations in Section 4.0.