



BVCFA Executive Positions

President

- The President is chair of the Executive Committee
 - Presides over all Faculty Association meetings, and, through the Executive Committee, be responsible for the approval of Executive Meeting agendas
 - Is the spokesperson for the Faculty Association, they are responsible for official correspondence
 - Is responsible for the interpretation and application of the Constitution, and the development and implementation of Faculty Association policies and procedures, as directed by the Executive Committee
 - Is empowered to countersign approved cheques, financial transactions, and documents
 - Supervises employees of the Faculty Association
 - Presents an annual report to the Annual General Meeting
 - This is a two-year term
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Vice President of Operations

- Consults with and provides support to the Labour relations Officer
 - Is a voting Member of the Executive
 - Acts as the Labour Relations Officer in their absence
 - Carries out the President's duties in their absence or assume the office, if it becomes vacant until a by-election can be held
 - Oversees the creation of ethics or mediation committees should an internal dispute arise or on request of the Membership
 - Responsible for logistical strike preparedness
 - Is empowered to countersign approved cheques, financial transactions, and documents
 - This is a two-year term
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Vice President of Professional Affairs

- Chairs the faculty association Professional Affairs Committee (PAC) and represents Faculty Association view to College stakeholders on faculty professional affairs
 - Reports on a regular basis to the Executive Committee and the General Membership on matters of professional affairs considered by the college committee(s) on faculty development
 - Is a voting Member of the Executive
 - Is empowered to countersign approved cheques, financial transactions, and documents
 - Submits, annually, a proposed budget for the Professional Affairs Committee to the Treasurer
 - This is a two-year term
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Vice President of Negotiations

- Chairs the Faculty Associations Negotiations Committee (FANC)
 - Advises the Executive Committee and the general membership on all matters concerning the negotiations and interpretation of the Collective Agreement
 - Is responsible for organizing, coordinating and directing the activities of the Faculty Association Negotiations Committee and the negotiations team
 - Is a voting Member of the Executive
 - Consults with VP of Operations and the Labour Relations Officer on matters of grievance and the Collective Agreement
 - Receives and interprets communication from the Labour relations Officer regarding grievance statistics and information as it pertains to opportunities relevant to negotiations
 - Is empowered to countersign approved cheques, financial transactions, and documents
 - Submits, annually, a proposed budget for the Negotiating Committee to the treasurer
 - This is a two-year term
 - Serves no more than 3 consecutive or non-consecutive terms
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Vice President of Communication and Engagement

- Cultivates awareness of opportunities and the engagement of the General Membership with the Executive through in person, website/blog, and social media communication
 - Communicates with Executive Committees and Faculty Members to gain an understanding of their activities
 - Works with Executive Committees and Faculty Members to promote upcoming events and PD opportunities
 - Seeks out newsletter content and contributors
 - With the Office Manager, sources swag, giveaways, and donations for Member events
 - With the Office Manager, promotes the Annual General Meeting, the General Meeting, and the Year End Social
 - Submits, annually, a proposed budget to the Treasurer
 - Is a voting Member of the Executive
 - Is empowered to countersign approved cheques, financial transactions, and documents
 - This is a two-year term.
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Treasurer

- Compiles budgets provided by the Executive Committee and presents a preliminary budget to the Executive for approval
 - Reviews financial transactions once per annum for completeness with the Office Manager prior to the annual third-party audit
 - Presents results of the third party audit and financial reports to the Executive prior to the Annual General Meeting
 - Creates an annual report with the Office Manager and presents findings to the Faculty Association Membership at the Annual General Meeting for the fiscal year ending June 30
 - Presents for ratification the proposed budget at the Annual General Meeting
 - Provides information to the Membership regarding current financial standing if requested
 - Is empowered to countersign approved cheques, financial transactions, and documents
 - Is a voting member of the Executive
 - Assists the Office Manager with research and implementation of best practices and procedures
 - This is a two-year term
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Academic Council Representatives

- Members participate in monthly meetings consisting of management, faculty, and student representatives to discuss policies which pertain to college-wide issues (e.g., admissions, selection).
- All decisions approved at Academic Council are passed on and given final approval by the Board of Governors.
- This is a two year position

Past Executive

- Representative of a previous Executive
- Acts in an advisory role to the Executive, the President, and the Faculty Association
- Chairs the election committee
- Is a voting member of the Executive
- This is a one year term, normally following their term on the Executive Committee

Faculty Representative on the Board of Governors

- Is elected by the Faculty Association and, pursuant to the Post-Secondary Learning Act, 2003 (SA 2003 cP-19.5) is recommended to the Minister by a letter from the President and the Board of Governors to serve as the Faculty Member on the Board
- Reports to regular or special meetings of the Association and the Executive on deliberations of the Board as they affect the Association's interests
- Acts as a Faculty Representative on the Board, promoting Association and faculty interests
- Is elected: (a) for a term up to three years; (b) notwithstanding article 6.2.8 of the Constitution, shall not serve for more than two terms or six consecutive years.

Member(s)-at-Large

- Is an unofficial Member of all faculty Association committees
 - A non-voting member of the Executive Committee
 - Reports to the president or VP of the committee in which they are involved
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