**APPENDIX A: Job Descriptions**

**Job Title:** Executive Director

**~~Job Grade:~~** ~~To Be Determined~~

**Employer:** WLUFA

**DATE:** January 2015

**Incumbent:** Sheila McKee-Protopapas

WLUFA is the sole and exclusive bargaining agent for faculty members and librarians. The Executive Director is responsible for working with the President and members of WLUFA to promote the interests of full- and part-time faculty and librarians employed by Wilfrid Laurier University.

**DESCRIPTION OF DUTIES**

The Executive Director is responsible for:

* The day-to-day operation of the Association office, and the supervision and direction of staff; providing input during hiring, probation, performance and salary reviews.
* Assisting the President in the execution of their duties, by serving as advisor, consultant and resource person.
* Providing resources and support during collective bargaining, and the grievance process.
* Coordinating Grievances.
* Initiating and developing strategic long-range plans for the Association.
* Developing and maintaining relationships with staff and officers of other local, provincial and national associations and bodies which pursue similar objectives.
* Initiating and developing seminars, manuals, and other informational material.
* The financial affairs of the Association

The Executive Director is the Chief Executive Officer of the Association and reports to the President of the Association.

**SPECIFIC DUTIES**

1. Holding the explicit responsibility for the day-to-day operation of the Association office and for the supervision and direction of WLUFA staff, including making recommendations for the hiring, evaluation, and development of salary scales and increments for those staff members.
2. Serving as Executive Officer for WLUFA and providing support to Grievance Officers and acting as a Grievance Officer when required. This will also involve meeting with grievors, attending grievance meetings, researching and providing grievance documents, and contacting WLUFA’s legal counsel to obtain advice and support when necessary. The Executive Director may be required to represent the Association at hearings and before other bodies.
3. Participating in and providing support during the collective bargaining process, including being a member of the negotiating teams, and acting as Chief Negotiator when necessary. This may require providing relevant proposals and assisting in the review and development of Association policy.
4. Developing a thorough knowledge of the Collective Agreements, University Policies and Provincial statutes, and responding to members’ inquiries when requested.
5. Monitoring compliance with the Collective Agreement.
6. Initiating and developing strategic and long-range plans for the activities of the Association.
7. Developing and maintaining effective relationships with staff and officers of other local, provincial and national associations and bodies which pursue similar objectives. The Executive Director shall attend conferences of faculty and association staff, including CAUT Council and OCUFA Meetings, and any other bodies which discuss matters of concern to the Association to ensure that the advice provided to the Association is current and useful.
8. Consulting with the Association Treasurer in the development of the annual budget, and other matters that arise from time-to-time.
9. Ensuring that financial accounts, investments and yearly audit are completed in a timely and efficient manner.
10. Ensuring efficient and effective office management.
11. Ensuring the regular production of information materials for the general membership.
12. Developing a surface knowledge of non-WLUFA faculty collective agreements and making recommendations to the WLUFA Executive about possible changes to the WLUFA Agreement.
13. Liaising with Human Resources on benefits- and pension-related issues.

**QUALIFICATIONS**

* Post-secondary degree/diploma
* Experienced leader and a record of success in motivating and collaborating with others to achieve goals and objectives
* Demonstrated success in a labour relations environment
* Excellent interpersonal and communication skills
* Administrative experience in a comparable environment
* Appreciation for the inner workings of a member-driven organization
* Ideally work experience in or with academic environments or institutions.

The above Article is tentatively agreed to by the Parties.

Dated at Waterloo, Ontario this day of \_ , 2018.

CUPE 1281 WLUFA Sub-unit Wilfrid Laurier University Faculty Association

Bargaining Committee Bargaining Committee

per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Negotiator Chief Negotiator