



Management and Professional Staff (MaPS) Executive Terms of Reference

Mission

The MaPS Executive Committee (“the Committee”) serves as a volunteer group that aims to work collaboratively to represent MaPS employees, to foster a culture of partnership with the leadership of the institution, and to promote a positive and productive work environment for MaPS employees.

The Executive Committee will aim to listen and communicate with the MaPS community and University leadership to work towards equitable outcomes in MaPS employment conditions and standards.

Membership

The Committee will be comprised of at least four, and up to nine members including a Chair/Co-Chairs. Functional roles of committee members may include: secretary, treasurer, events, communications and web site coordination and will be determined based on the skills and interests of the committee members.

Members of the Committee must have a minimum 0.8 FTE employment status. The Committee will endeavor to have at least one member from each career band and at least one Fixed Term employee paid from non-operating funds.

Tenure in the Committee is a two-year term, with possibility of re-election or extension. Members will be selected by the current Committee from expressions of interest received. Consideration will be given to ensuring diversity of Committee members with consideration to factors such as: age, sex, faculty, department and seniority.

The Committee will elect a member to act as Chairperson, or two members to act as Co-Chairs, based on the needs of the group.

Members who miss three consecutive meetings will be contacted by the Chair/Co-chairs to discuss their involvement in the Committee. If the member is no longer available or committed to work in the Committee, his/her participation might be terminated by the rest of the Committee.

The Executive Committee may approve additional members to the Committee at any time to maintain all positions staffed. The Committee may refuse an application for membership at its sole discretion.

An Executive Member may withdraw from membership in the Committee at any time, by written notice to the Chair/Co-chairs.

Role

MaPS Executive Committee members are volunteers who are committed to understanding, supporting and representing all members of the MaPS community. Committee members should be passionate about building strong relationships within the Committee, with MaPS employees and with the broader community – both within and outside the University of Calgary. The Committee meets regularly to set priorities and hosts several events including: Feedback tours, Roadshows, Town Halls, meetings with Executive Leadership Team members, and a Winter Celebration.

Member's Responsibilities

- Contribute to the development and implementation of an annual work plan based on input from members and MaPS (include measurable outcomes)
- Participate in consultations with the University Executive Leadership Team (ELT)
- Attend the Committee's meetings
- Meet with ELT (2-3 members) and provide updates to the whole Committee at next meeting, with a summary of discussion with ELT
- Organize social events and information sessions as per plan
- Endeavor to facilitate MaPS representatives to attend University events and participate on standing Committees
- Review and amend the MaPS Executive Terms of Reference as required
- Assist in orienting and supporting incoming members when completing their tenure
- Maintain a professional, respectful and constructive approach to the work of the Committee and the success of the University

If membership is sufficient the following roles are available:

Responsibilities of the Chair/Co-chairs

- Provide strategic direction and oversight to the Executive Committee
- Chair Committee meetings or delegate responsibilities to other members in his/her absence
- Act as a focal point of liaison with the Executive Leadership Team (ELT)
- Endeavor to facilitate that MaPS representatives are appointed to governing bodies and committees

Responsibility of the Treasurer

- Manage MaPS Finances
- Ensure compliance and eligibility of expenses in accordance with University policies
- Provide financial updates to Committee and AVP HR as required

Responsibility of the Secretary

- Record minutes at Committee meetings
- Maintain an online repository of information via D2L
- Schedule Committee meetings
- Schedule meetings with ELT

Responsibilities of the Communications Coordinator

- Develop a communication strategy to interact with MaPS
- Ensure relevant communications are provided to MaPS
- Provide a mechanism to solicit feedback from MaPS

Responsibilities of the Web Communications Coordinator

- Set up website
- Technical management of website
- Maintain website information up to date
- Provide Analytics to the Committee

Responsibilities of the Members At Large (2)

- Represent MaPS on standing committees and/or working groups
- Provide advice to other members of the Committee
- Propose new initiatives for MaPS

Meetings

- MaPS Executive Committee meetings are scheduled monthly
- Quorum is 4 members. If quorum is not reached the meeting will be re-scheduled

Powers

The MaPS Executive has the power to hire staff or contractors to carry out its administrative duties (within Budget).

The Committee has power to create working groups.

The Committee's powers shall be limited to providing input and ideas, advising and making recommendations to ELT.