

UOIT Faculty Association Policy and Procedures on Communications (Originally Proposed 5 January 2016)

Preamble

In accordance with the UOITFA Constitution 6.3 d), the Secretary shall oversee the communications activities of the Association. To assist the Secretary in this responsibility the Executive Committee has established the following Policy and Procedures.

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Policy: Communications Committee¹

- a. The Communications Committee shall be composed of at least two (2) and not more than five (5) members, including the Secretary, who shall serve as Chair. Members shall be appointed by the Executive Committee. The Executive Director and the Executive Assistant of the UOITFA shall be ex-officio members.
- b. The Communications Committee shall assist the organization in its responsibility to maintain regular communications with its member and appropriate external constituencies by overseeing UOITFA publications.
- c. The Committee shall consult with the Executive Committee in matters regarding publications of the UOITFA and regularly update the Executive Committee regarding UOITFA communications.
- d. The Communications Committee or the Executive Committee may designate a Communications Officer who shall then perform the some or all of the duties of the Communications Committee between meetings of the Committee as needed to ensure the efficient operation of the UOITFA's communications. This Communication Officer will report to the Committee his/her communications actions at the next meeting of the committee and will only take such actions that are required on a timely basis.

Procedures: Communications with the Members and the public

- a. **UOITFA Website:** The UOITFA website will be maintained by the UOITFA Staff who will maintain and update its content on a regular basis. The Communications Committee/Officer will review the UOITFA website regularly and provide direction to the staff on its content.
- b. **UOITFA Social Media Accounts:** The Communications Committee will determine who is to maintain and use the UOITFA Social Media Accounts. This person or there people can be staff, committee members or other UOITFA members as needed. The Communications Committee/Officer will monitor these accounts regularly and provide direction on their content.
- c. **Email to members:** In general, email sent to all members of the UOITFA, of to specific groups of members, e.g. bargaining units, all members from one or more Faculties, etc, are to come from the office@uoitfa.ca email address and shall be authorized by one of the following:

¹ Adapted from the California Faculty Association: <http://www.calfac.org/bylaws>

- a. The Executive Director for matters relating to meetings, routine communications, and the like
 - b. The President for messages coming from the President
 - c. The Chief Negotiating Officer for messages specific to bargaining with the Employer
 - d. The Communications Committee/Officer for other matters
- d. **Press Releases:** Press releases will be reviewed and approved by the Communications Committee/Officer. For urgent releases, electronic review and approval is acceptable.
- e. **Newsletter:** The UOITFA will provide a newsletter to its members at least once per term, and this will be reviewed and approved by the Communications Committee/Officer. The Communications Committee/Officer will provide guidance, content and seek content from other members of the UOITFA and provide these to the Executive Assistant who shall prepare the newsletter.
- f. **Bargaining Updates:** Bargaining Updates will be issued by the Chief Negotiating Officer who may request input or assistance from the Communications Committee/Officer, the Executive Committee. These will normally be prepared and sent out by the Executive Assistant
- g. **Surveys:** Surveys of the members or others will only be authorized by the Communications Committee, except for Bargaining Surveys which shall be authorized by the Collective Bargaining Committee or the Bargaining Team, depending on the stage of bargaining.
- h. **General Communications:** Other communications may be authorized by the Communications Committee as determined to be necessary