

## **UWSA Area Representative Committee Guidelines**

November, 2009

### **Purpose of Area Reps Committee:**

The UWSA Area Representatives exchange information with UWSA about current issues affecting UW staff and ensure a good line of communication between the UWSA Executive and all UW staff in general.

### **Section A**

#### **Structure of Area Rep committee:**

**Chair:** Past President UWSA

The Chair will attend and chair UWSA Area Rep meetings and facilitate discussion between staff and the UWSA Executive Committee regarding current activities and issues.

**Vice-Chair:** by vote, not a member of the SA Executive but an UWSA member elected by area representatives after each general election. A call for nominations will go out in November and will be accepted up to and including a last call at the November Area Rep meeting. If there is more than one nomination, a secret ballot will be held at that meeting. The Vice-Chair will attend UWSA Area Rep meetings and fill in for the Chair when they are unavailable.

**Recording Secretary:** by vote/interest after each general election. The Recording Secretary attends UWSA Area Rep meetings and takes the minutes. He/she will then forward these to the SA Office to be distributed before the next meeting.

**Department Area Representatives:** by interest for a term of at least one year.

**Meetings:** UWSA meeting attendance is open to any member of the USG staff, including non-UWSA members

### **Section B**

#### **How to become a UWSA Area Representative**

Please fill out the Area Rep form available in the general UWSA Sharepoint site and submit it to the Staff Association Office. The Staff Association Office will work with Area Reps and departments to organize staff coverage for all areas, and keep an updated list of current Area Reps.

### **Section C**

#### **Area rep responsibilities**

Each Area representative's time commitment will vary depending on their own set of circumstances here at UW. Please adhere to the following:

1. Attend monthly area rep meetings when possible, or send a delegate
2. If you decide to resign from your Area Rep position, please inform the Staff Association office. If you are aware of another staff member who would be willing to replace you, please let the SA office staff know and invite that person to contact the SA Office.

The following are examples of activities that will help to facilitate the purpose of this committee:

- Invite staff in your area/department to attend Area Rep meetings especially when topics of interest are being discussed

- Ask staff for input and bring these issues to the area rep meetings for discussion
- Book area rep meetings in staff Bookits and/or post meeting time and location in a public area of your department
- Distribute or post agendas and minutes to staff in your area for input (note: please give staff the option of opting out of mailings)
- Participate in periodic poster campaigns promoting the SA within each area (with area rep name and contact information noted on it)
- Promote SA social events
- If you are a new area rep, it is a good idea to send an introductory email to staff, introduce yourself, and explain your communication strategy in your department (and respect staff's option to opt out)
- Area Reps should be familiar with the University of Waterloo committees and the Staff Association standing committees. These are listed on the UWSA website: <http://uwsa.uwaterloo.ca/about-the-uwsa/mandate/>
- Area Reps should be familiar with UW Policies, Procedures, and Guidelines. These are listed on the Secretariat site: [http://www.adm.uwaterloo.ca/infosec/Policies/Policies\\_index.htm](http://www.adm.uwaterloo.ca/infosec/Policies/Policies_index.htm)

## **Section D**

### **How can area reps help staff?**

Area Reps bring issues to the Executive through the Committee meetings where other staff reps could comment on the same/similar issue in their area. Area Reps also take information from the Executive back to their areas. Executive committee members can gather feedback from staff on issues with which they are involved. (Staff Relations, PACSC, etc.). Staff representatives on UW committees are also asked to attend the Area Reps meetings in order to share information from committees and Area Reps could offer feedback from staff. Some examples of items for discussion at the Area Reps meetings are (but not limited to):

- Pension, Benefits, Compensation discussions
- Pension & Benefits Committee, PACSC, SRC Committees
- the UW working environment (including situations or questions that may fall under various UW Policies (e.g., Ethical Behaviour Policy 33 or the Employment Policy 18)

## **Section E**

### **UWSA Home Sharepoint site**

Our Sharepoint site, accessible to our members using the WatIAM user id and password, allows access to UWSA resources. Sharepoint offers an organized system for locating documents such as agendas and minutes, committee information, archives of Staff News publications, and much more. When logging into Sharepoint, you may have to include ADS\ before your user id.

The Area Rep Sharepoint site may be used for group discussions when issues arise that need ongoing discussion and/or feedback, as well as for sharing documents when committees are struck at the Area Rep level.

Meeting minutes and agendas will be available in the UWSA Sharepoint general site in the Area Rep section.

## **Section F**

### **Membership Status Confidentiality**

As an Area Rep, your own membership in the Staff Association will be known; however, not all staff members will want to disclose their membership status. Should you become aware of an individual's membership status, please respect the privacy of staff that would rather keep this information confidential. We encourage Area Reps to communicate with ALL staff in their areas and in this way we attempt to ensure that everyone who needs and wants SA information, will receive it.

## **Section G**

### **Area Rep Staff Coverage**

- List of all area reps and contact info (available in Sharepoint)
- Chart of area rep coverage (coming soon)

## **Section H**

### **Committee Membership and Guidelines**

As stated in Section C, please be familiar with all UW and UWSA committees:

- These are listed on the UWSA website:  
<http://uwsa.uwaterloo.ca/about-the-uwsa/mandate/>

Terms of Reference for each committee will be listed in Sharepoint in the Committee section

### **Who is serving on committees?**

For an up-to-date list of who is currently serving on each committee, the "Members Currently Serving" chart is available in Sharepoint in the Committee section.

Guidelines last updated November, 2009

Area Rep Sub-Committee members:

Barb Yantha

Frank Esch

Sue Fraser

Stephen Markan

Darlene Ryan

Gail Spencer