

## AUFA Departmental Representative: FAQ's

1. What is an AUFA Departmental Representative? An AUFA Departmental Representative is a liaison between the Acadia University Faculty Association (AUFA) and members within a specific academic unit or program. They help ensure open communication and engagement between the union and its members.
2. How is a Departmental Representative selected? Departmental Representatives are appointed by AUFA. If you're interested in serving, you can express interest to a union officer, and AUFA will confirm your appointment.
3. How long is the term for an AUFA Departmental Representative? The standard term for a Departmental Representative is one (1) year.
4. What are the main responsibilities of a Departmental Representative?

Key duties include but are not limited to:

- declaring their service as a Departmental Representative for an academic year to AUFA (please email the union officer). Please note that there may already be a Departmental Representative in your unit/program - for a complete list of Departmental Representatives, click [HERE](#);
- informing their assigned unit/program of the schedule of the Association's monthly meetings;
- encouraging members of their assigned unit/program to attend the Association's monthly meetings;
- encouraging members of their assigned unit/program to attend AUFA events (e.g., socials, workshops);
- posting notices of membership meetings and AUFA events on their office door;
- relaying important information from the Association to members of their units following each membership meeting;
- ensuring that at least one (1) Departmental Representative is available to attend and take notes at each of the monthly membership meetings;
- sharing any notes taken at a scheduled membership meetings with the other Departmental Representatives;
- relaying important information from the Association shared through email or other modalities to members of their units/programs;
- familiarizing themselves with the Association's [Constitution, standing and ad hoc committee structures](#) so they can serve as a resource to their colleagues;
- asking newly hired colleagues to sign union cards and connecting them to the union officer (Jane Longley);
- where relevant, connecting members in their unit/program to AUFA;
- seeking a new Departmental Representative for their unit/program when their term is complete or declaring their willingness to serve again as the Departmental Representative for their unit/program;

- onboarding a new Departmental Representative by connecting them to this list of responsibilities and any appropriate documents or information pertaining to the role of Departmental Representative.

5. Do I need to attend every AUFA meeting? At least one representative should attend each monthly meeting and take notes. A schedule for attendance could be created among the Departmental Representatives.

6. How do I declare my service as a Departmental Representative? Email the union officer (i.e., Jane Longley) at the start of your term to confirm your role for the academic year.

7. What should I do if someone in my unit has a question about AUFA? As a Departmental Representative, you should be familiar with AUFA's Constitution and committee structures and serve as a first point of contact. If needed, refer them to the appropriate AUFA Executive member, committee or resource.

8. What's expected when a new colleague joins my department? Introduce them to AUFA, encourage them to sign a union card, and connect them with the union officer (Jane Longley).

9. What happens when my term ends? Before your term concludes, you should help identify and support the transition to a new Departmental Representative for your unit or program.

10. Who can I contact with questions or for support? Reach out to AUFA's union officer or the President of the Association directly for support or clarification on your role or responsibilities.