

AUFA Departmental Representative:

AUFA's Departmental Representatives facilitate connection and communication between AUFA and AUFA members within units and programs. AUFA Departmental Representatives are appointed by AUFA. The term for an AUFA Departmental Representative shall be one (1) year.

Departmental Representatives are responsible for:

- 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 Department 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.