

AUFA Unit Representative: FAQ's

1. What is an AUFA Unit Representative? An AUFA Unit 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 Unit Representative selected? Unit Representatives are appointed by AUFA. If you're interested in serving, you can express interest to the Union Officer, and AUFA will confirm your appointment. You may also be asked to replace another Unit Representative in your unit; if so, please inform the Union Officer.
3. How long is the term for an AUFA Unit Representative? The standard term for a Unit Representative is one (1) year.
4. What are the main responsibilities of a Unit Representative?

Key duties include but are not limited to:

- one Unit Representative will be asked by AUFA to serve as Chair of the Unit Representatives, respond to questions and facilitate the action items in the list below, where appropriate.
- declaring their service as a Unit Representative for an academic year to AUFA (please email the union officer). Please note that there may already be a Unit Representative in your unit/program - for a complete list of Unit Representatives, click [HERE](#);
- attending two (2) unit representative meetings/academic year (typically at the beginning of each term);
- 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) Unit Representative is available to attend and take notes at each of the monthly membership meetings;
- sharing any notes taken at a scheduled membership meeting with the other Unit 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 Unit Representative for their unit/program when their term is complete or declaring their willingness to serve again as the Unit Representative for their unit/program;
- onboarding a new Unit Representative by connecting them to this list of responsibilities and any appropriate documents or information pertaining to the role of Unit Representative.

5. Do I need to attend every AUFA membership meeting? At least one unit representative should attend each monthly meeting and take notes. A schedule for attendance will be created among the Unit Representatives, facilitated by the Chair of the Unit Representatives.

6. How do I declare my service as a Unit Representative? Email the Union Officer 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 Unit 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. You do not need to know all things AUFA but, as a Unit Representative, you can assist a member of your unit to find the information they are seeking.

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.

9. What happens when my term ends? Before your term concludes, we ask that you facilitate the transition of a new Unit Representative for your unit or program into the role.

10. Who can I contact with questions or for support? Reach out to AUFA's Union Officer, the President of the Association or another AUFA Executive member directly for support or clarification on your role or responsibilities or if you are unsure where to find information that you can use to answer questions within your unit.