



## **NICFA REPRESENTATION & COMMUNICATIONS POLICY**

### **Policy Statement**

North Island College Faculty Association is committed to communicating in a manner that represents its members and their interests. Individuals in NICFA positions shall work collaboratively to ensure representations and communications reflect the position of the union. No members shall represent the Association without written authorization to do so.

### **Responsibilities**

Communication and representation on behalf of the Association occurs under a range of circumstances. Detailed lists of communications and representations are outlined in respective job descriptions.

Generally, it is the responsibility of the President to represent the Association and its position on most matters. This includes with the membership, employer, as well as externally with the media or public on the Association's behalf.

The Chief Steward shall have primary responsibility to represent the Association in grievances, including signing grievance submissions.

The Chief Bargainer shall have primary responsibility to lead representation of the Association at the bargaining table, including signing agreements at any Common or Template tables on the Association's behalf.

The Treasurer shall have primary responsibility to communicate the financial position of the Association with members.

The Secretary shall play a key role communicating messages from the Executive with members.

Stewards shall have primary responsibility for liaising between the different areas and the members and Council and/or Executive

FPSE Standing Committee representatives and other NICFA-elected representatives shall act within their position authority.

These responsibilities shall be executed in consultation with the Executive as a whole. They may be designated to others, as needed and decided by the Executive.

## **Misrepresentation**

Members who willfully and/or maliciously misrepresent the Association may be subject to correction, or discipline where persistent and malicious, in line with the NICFA Correction and Discipline policy.

First Approved: May 2024	Last Revised	Subject To Review: 2027
--------------------------	--------------	-------------------------