

## Chair, CUASA Grievance Committee - Position Description

<b>Officer:</b>	the Grievance Chair is an Officer of CUASA	[Article VI (1) <i>CUASA</i> Constitution]
<b>Term:</b>	two years effective July 1	[Article VI (2) <i>CUASA</i> Constitution]
<b>Election:</b>	by Council	[Article VII (8) <i>CUASA</i> Constitution]

### Responsibilities:

1. Voting Member of the *CUASA* Steering Committee
  2. *Ex officio* voting member of *CUASA* Council [Article VI (4) *CUASA* Constitution]
  3. Chair, Grievance Policy and Administration Committee [Article VII (1) *CUASA* Constitution]
  4. Committees
- 
1. *CUASA* Steering Committee
    - may move or second motions
    - provides oral or written reports [Article VII (3) *CUASA* Constitution]
    - recommends cases for arbitration
  2. *Ex officio* voting member of *CUASA* Council
    - may move or second motions
    - provides oral or written reports [Article VII (3) *CUASA* Constitution]
    - recommends cases for arbitration
  3. Grievance Policy and Administration Committee [By-law 5(f)]
    - reports to Council through Steering or may report directly to Council
    - responsible for:
      - generating policy, especially with respect to proposed changes in substantive clauses of the Collective Agreement where grievance experience has indicated that changes are necessary
      - in conjunction with the *CUASA* staff, making initial contacts with grievors and managers
      - investigation of, and basic research on, grievances
      - liaison with legal counsel
      - presentation of grievances to the Grievance Sub-Committee of the Joint Committee for the Administration of the Agreement
      - making recommendations to Council regarding the support or non-support of grievances at the arbitration stage or of cases covered by the terms of the Tenure and Dismissal Document
      - training Council representatives to develop expertise in handling grievances
  4. Committees
    - member Joint Committee to Administer the Agreement [Article 35 Collective Agreement]
    - member Negotiating Team (if elected by Council) to ensure that contract language is congruent with grievance concerns
    - may be a member of the Collective Bargaining Committee [By-Law 5(a)(ii)]
    - reports to Annual General Meeting