

CUASA Salary and Benefits Officer - Position Description

Officer:	Salary and Benefits Officer is an Officer of CUASA	[Article VI (1) CUASA Constitution]
Term:	two years effective July 1	[Article VI (2) CUASA Constitution]
Election:	by Council	[Article VII (8) CUASA Constitution]

Responsibilities:

1. Voting Member of the CUASA Steering Committee [Article V (1) CUASA Constitution]
 2. *Ex officio* voting member of CUASA Council [Article VI (4) CUASA Constitution]
 3. Committees
 4. Miscellaneous
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1. CUASA Steering Committee
 - may move or second motions
 - makes reports to Steering
 2. *Ex officio* voting member of CUASA Council
 - may move or second motions
 - makes reports to Council
 3. Committees [By-law 5 (a)]
 - Member of the Collective Bargaining Committee.
 - Committee responsibilities:
 - monitoring and making recommendations for alterations to salaries and benefits
 - providing bargaining related information to members
 - soliciting informed feedback from members
 - working with the bargaining team in drafting the bargaining mandate
 - suggesting initial proposal language
 - supporting the research requirements of the team
 - member of the Bilateral Health Benefits Committee [Article 40.6(a) collective agreement]
 - member of the University Benefits Review Committee [meets once or twice per year]
 4. Miscellaneous
 - liaison with the CUASA staff in the production of data from the dues print-out
 - one of five individuals with access to the dues print-out
[On-going Council Motion Dec.12/74 No.7 as amended May 20/82 No.5]