



Canadian Association of University Teachers  
Association canadienne des professeures et professeurs d'université

## Memorandum 19:43

**Date:** November 18, 2019

**To:** Presidents of Local, Federated and Provincial Associations  
CAUT Executive Committee

**From:** Ted Montgomery, Chair, Elections and Resolutions Committee

**Re:** **Call for Nominations to CAUT Executive**

Nominations are being actively sought for election to the CAUT Executive Committee, namely:

- President
- Vice-President
- Treasurer
- Chair of the Collective Bargaining and Economic Benefits Committee
- Chair of the Librarians' and Archivists' Committee
- Co-Chair of the Equity Committee
- Representative-at-large (Quebec)
- Representative-at-large (Aboriginal)
- Representative-at-large (Francophone)
- Two Representatives-at-large (General)

Deadline date for nominations to all positions: **March 1, 2020**. Elections will take place at the CAUT Council meeting in Ottawa – April 23-26, 2020.

*Nominations of members of marginalized groups are encouraged, including but not limited to Aboriginal peoples; women; racialized academic staff; academic staff with disabilities; and lesbian, gay, bi-sexual, trans, queer, and two-spirited academic staff.*

The nomination procedures, description of positions, terms of office and CAUT release time policy outlined below are also available on the [CAUT website](http://www.caut.ca).

### Nomination Procedures

Nominators should include:

- a letter of nomination;

- the agreement of the nominee to serve if elected; and
- a completed copy of the [Executive Committee Nomination Form](#).

Nominations should be sent to:

Ted Montgomery  
Chair, Elections and Resolutions Committee  
Canadian Association of University Teachers  
2705 Queensview Drive  
Ottawa, ON K2B 8K2  
Fax: (613) 820-7244  
Email: [nominations@caut.ca](mailto:nominations@caut.ca)

## Description of Positions

### **President**

Responsible for guiding the affairs of the Association between meetings of Council and for ensuring that policies approved by Council are implemented. A nominee for the position of President should have had considerable experience in academic staff association affairs at the local level.

### **Vice-President**

Responsible for assisting the President with his or her responsibilities and undertaking other duties as decided by the Executive Committee.

### **Treasurer**

Responsible for the preparation of draft budgets and financial statements and for ensuring that proper controls remain in place to ensure the financial integrity of the Association.

### **Chair of the Collective Bargaining and Economic Benefits Committee**

Responsible for chairing the Collective Bargaining and Economic Benefits Committee and undertaking other duties as decided by the Officers and Executive Committee. A nominee for the position of chair of the CBEB Committee should have considerable experience in collective bargaining and shall normally have served at least one year on the committee.

### **Chair of the Librarians' and Archivists' Committee**

Responsible for chairing the Librarians' and Archivists' Committee and undertaking other duties as decided by the Officers and Executive Committee. A nominee for the position of chair of the Librarians' and Archivists' Committee should have considerable experience representing the interests of librarians and archivists, should have knowledge of relevant policy matters, and shall normally have served at least one year on the committee.

### **Co-Chair of the Equity Committee (1)**

Responsible for co-chairing the Equity Committee and undertaking other duties as decided by the Officers and Executive Committee. A nominee for the position of co-chair of the Equity Committee should have considerable experience in matters of equity. At least one of the co-chairs must be a woman.

### **Representative-at-large (Quebec)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee.

### **Representative-at-large (Aboriginal)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee. Will serve as the Executive liaison to the Aboriginal Post-Secondary Education Working Group.

**Representative-at-large (Francophone)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee. Will serve as the Executive liaison to the Executive's Francophone Committee.

**Representatives-at-large (General) — 2 positions**

Responsible for undertaking duties as decided by the Officers and the Executive Committee.

**Term of Office**

- President — one year
- Vice-President — one year
- Treasurer — two years
- Chair, Collective Bargaining and Economic Benefits Committee — two years
- Chair, Librarians' and Archivists' Committee — two years
- Co-Chair, Equity Committee — two years
- Representative-at-large (Quebec) — one year
- Representative-at-large (Aboriginal) — one year
- Representative-at-large (Francophone) — one year
- Representatives-at-large (General) — one year

**FOR INFORMATION REGARDING RELEASE TIME FOR CAUT EXECUTIVE COMMITTEE MEMBERS, VIEW THE [CAUT RELEASE TIME POLICY](#).**