

**Policy and Procedures Handbook Of the  
Welfare and Benefits Committee**

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### **General Guidelines**

#### Welfare and Benefits Committee

1. Membership. Consists of at least three members of the Assembly, but not more than five members, including the past chair and where possible reflecting diversity in geographical region and title appointed by the Rules and Elections Committee. A CE Advisor or Academic Coordinator must chair this committee.
  
2. Duties
  - i. Monitor and review the benefits, rights and privileges accorded to the assembly membership.
  - ii. Solicit and receive suggestions, concerns and comments from the assembly membership.
  - iii. Pursue with administration means to improve, clarify, add or modify the benefits and privileges of the assembly.
  - iv. The committee shall make written recommendations to the Council for its consideration.

Meetings may be conducted face-to-face or electronically. A collaborative tools website was established in May of 2012 for this committee.

### **Member Responsibilities**

#### **Chair**

1. Prepares agenda for regular meetings and conducts meetings, either face-to-face or electronically.
2. Coordinates replacement of committee members by communicating with rules and elections.
3. Serves as active member of Assembly Council, attends and participates in

meetings and reports on Welfare and Benefits Committee activities

4. Communicates regularly with Committee members to share input and conduct Committee business.

### **Chair Elect**

1. Assists Chair in all tasks.
2. Attend Academic Assembly meetings if chair cannot attend
3. Maintains the collaborative tools website

### **General Members**

1. Attend and actively participate in all committee meetings.
2. Accept assignments to sub-committees as appointed by the Chair.
3. Be willing and able to take on executive responsibilities (Chair, Chair-Elect), as members gain seniority on the Committee.

### **Committee Process**

This committee identifies candidate issues, narrows them to a short list for consideration by the AAC and then follows up to create a report for adoption by AAC. The timeline from identification of issues to creation of report may be short (months) or long (over one year) depending upon complexity of the issue.

There are three levels of issues and in general, committee work will be conducted using collaborative tools. A spreadsheet will be maintained by the chair elect of issues and status to monitor progress.

1. **Issues with potential for consideration** – developed within the committee and in response to communications to the committee – the committee will decide which issues are worthy of advancement to the AAC for discussion and acceptance as an issue under consideration. The AAC has the right to develop directly issues under consideration for Welfare and Benefits. Individual member of AAC can also present issues directly to AAC.
2. **Issues under consideration** – Issues accepted by AAC as worthy of consideration and study which the committee will move forward to a report
3. **Issue reports** – Reports created by Welfare and Benefits for presentation to AAC for adoption – Issue reports may or may not contain suggestions for AAC action

At each AAC meeting the Chair or representative will present the three levels of issues.

## **Meetings**

At least one meeting between each AAC meeting. At each meeting:

1. Review the current list of issues with potential for consideration. Accept, defer or discard.
2. Discuss process, timeline, and progress of each issue under consideration. The chair will assign a subcommittee for each issue under consideration or assign the work the committee of the whole. Non committee members can be assigned to subcommittees but each subcommittee should be chaired by a committee member.
3. Discuss the content of the report to the AAC including issues with potential, issues under consideration and issue reports.