Terms of Reference: Members’ Advisory Committee

Purpose:
The committee, working with the UWSA Executive Manager, will provide institutional guidance and support for UWSA members navigating University of Waterloo policies and procedures, both formally and informally, and will provide reports to the Board of Directors.

Membership:
The Members’ Advisory Committee consists of the following:
- Chair – Executive Manager of the UWSA
- President, UWSA
- Past-President, UWSA
- President-elect

Advisory Committee members should have a thorough understanding and awareness of UW Policies as they affect employee relations and employee working conditions. Advisory Committee members may be called upon to support and advocate for individual members when contacted directly or when the Executive Manager has a conflict.

Term of office:
It is recommended that each Advisory Committee member serve a minimum of three years.

Responsibilities:
The Chair will:
- Report to the UWSA Board at regularly scheduled meetings regarding the general nature of current cases
- Meet with Advisory Committee members as necessary
- Familiarize the Advisory Committee with its mandate, applicable UW policies (e.g., Policy 18, 33, 36), and available resources (e.g., Counselling Services, Equity Office etc.)
- Act as the initial point of contact for UWSA members for questions and UW policies and procedures
- Ensure the Committee is aware of and abides by the Members’ Advisory Committee Budget Guideline

The Committee will:
- Attend committee meetings as arranged by the Chair
- Attend training programs and workshops as necessary

Terms of Reference updated February 2022.