

# LUFA Ad Hoc Action Committee

## TERMS OF REFERENCE

(Approved by LUFA Executive on August 13, 2020

Revised on June 11, 2021)

**[The LUFA Executive has the authority to Approve or Amend the  
Terms of Reference]**

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**Purpose:** Through planning, organizing, coordinating, communicating, and leading the Association's Committees and Membership, the Action Committee shall seek to complement and support LUFA's efforts to secure a Collective Agreement and as we move towards bargaining in 2022.

### Scope:

#### 1. Composition and Purpose

The **Action Committee** shall consist of seven members, which shall include one LUFA officer, five members appointed by the LUFA Executive, and one member-at-large. The mandate of the committee shall be: **(i) Long-Term** - to ensure that a job action plan is in place immediately upon the start of the committee's term in office and to coordinate and plan all aspects of job action(s); and **(ii) Short -Term** – Organize members engagement sessions with the assistance of OCUFA and CAUT to highlight upcoming challenges of the negotiation and what we can expect from this administration based on our past experiences.

The Action Committee members will elect the chair, and the LUFA officer will be a non-voting member. The at-large member will sit in an advisory capacity to the committee with prior knowledge in organizing job actions and being a non-voting member. The Chair of the Action Committee will provide updates and reports to the LUFA Executive.

If job action is necessary, the Action Committee may become the Strike Committee or may work in coordination with a Strike Committee. The committee will follow the Job Action Policy developed by the Action Committee and approved by the Executive on September 16, 2020.

## 2. Duties and Responsibilities

The Chair of the Action Committee, in consultation with the members of the committee and Chairs of other strike committees, will prepare a recommendation on the strike strategy to the **LUFA Executive**. Once **Approved by the LUFA Executive**, the plan will be carried out by the Action Committee. The overall strike strategy, complete with provisions for a strike headquarters, transportation, picket locations, food, telephone and office services, website management, picket line services and supplies, social events and communications, will be developed in consultation with the other strike committees that the Action Committee oversees. The Action Committee coordinates all strike-related activities through its oversight of the other strike committees, which include:

*Note: All committees consist of a maximum of five LUFA members and at least one member from Orillia Campus.*

- Picket Line Committee (PLC)
- Finance Committee (FC) – *In addition to five members, LUFA Treasurer and CAUT Defence Fund Representative will be on the committee.*
- Strike Services Committee (SSC)
- Social Events Committee (SEC)
- Communications Committee (CC) – *The Communication Committee chair will develop internal or external communications in consultation with the President, Chief Negotiator, Chief Grievance Officer, and Chair of the Action Committee. Approval of LUFA Executive required for all External communications. LUFA President, Chief Negotiator and Chair of the Action Committee may approve some internal communications.*

## 3. Other Duties and Responsibilities

The committee is tasked with other specific duties, which include:

- a. **Recruiting and organizing the membership to support the bargaining table:**
  - i. Map the membership and build an Action Network that is representative of the bargaining unit;

- ii. Plan an action timeline and escalation strategy;
- iii. Organize the members to take action as needed in support of the bargaining table strategy;
- iv. Work with the executive and communications team on messaging;

**b. Distribution of a strike participation form for all members of the bargaining unit, which includes:**

- i. Scheduling preferences for picketing;
- ii. Alternate work that can be performed such as driving, answering the phone, website maintenance/development, etc.;
- iii. Collection of alternate e-mail addresses and phone numbers for members (in the event the employer shuts down LU e-mail access);
- iv. Communication and consultation with the membership regarding job action escalation;
- v. Communication with the membership regarding the importance of and defining what it means to withhold labour.
- vi. Liaise with other on and off-campus unions for supporting action.
- vii. Contact appropriate groups and request that their Members not do the work of LUFA Members.

**c. Obtaining necessary permissions, including permission for:**

- i. Location of pickets;
- ii. Location of portable toilets;
- iii. Fire drums;
- iv. Parking for Strike Vehicles (and noting locations on maps);
- v. Consultation with the LUFA lawyer for any legal advice related to the strike.

- d. Contacting local authorities who might close down any aspect of the strike, including:**
  - i. The Fire Marshal;
  - ii. The Ministries of Health and Environment;
  - iii. Local Police Department;
  - iv. Any other agency that might legitimately regulate the placement of fire drums, portable toilets and parked vehicles.
- e. Overseeing the need for picket line passes:**
  - i. Appoint one person to adjudicate, review and handle LUFA picket line passes.
- f. Advising all members to remove everything they need from their offices before the strike, such as laptop computers, files and books.**
- g. Recommending to the LUFA Executive support activities for Member education on labour unions (Ontario Labour Relation Act) and union activities, including LUFA job action(s). Note: The OCUFA will be a resource for information and training.**
- h. Recruiting members of the various sub-committees in consultation with the chair of the LUFA Nomination committee/LUFA President.**
- i. Assisting in the preparation of a strike information questionnaire.**
- j. Assisting Executive and prepare strike and picket protocol to be signed by the President and the employer.**
- k. Once the strike has ended, assisting in preparing a return to work protocol to be signed by the President and the employer.**
- l. After the strike, from picket sign-in sheets, writing thank you cards to all supporters, to be signed by LUFA President or Vice-President.**

#### **4. Meetings**

The Action Committee shall determine the time, place, and frequency of meetings.

## 5. Term of Office

*The term of office shall end on May 31, 2023.*

### ***Rationale:***

***There is little time before LUFA will start negotiations in June of 2022. We must begin our "Coffee and Conversations" on various issues. It is crucial we engage the Action Team members to understand the situation and where we need to focus our efforts with our members. The goal is to develop a strong membership consensus on the key priorities for the next round of bargaining. Given the Laurentian CCAA process, many Faculty Associations feel that Ontario university administrations will continue to attack Academic Freedom and Tenure undermining job security for all.***