



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Cyclical Association Review Policy

Category:

Operational Policies

Date last Revised:

October **, 2022

I. Overview

The Association aims to be an organization where open dialogue is possible, where all parties acknowledge the dignity, needs, and beliefs of all, and where the structures are in place that can be trusted to guarantee inclusive spaces.

This policy has been developed by the Association with the intent to ensure accountability of the Association in its operations by conducting a cyclical review of MRFA Committees, social events, by-laws, policies, and procedures through an EDI lens.

II. Procedure

- A. Annually, in June, the Association shall conduct a review of Association operations from the year with the aim to assess inclusivity, diversity, equity, and accessibility of all Association operations. This review shall include but not be limited to the following:
 1. Reviewing Committee composition to assess representation of the membership
 - a. This will entail first a review of Association demographic information, gathered from the annual census, to establish baselines
 - b. A comparison shall then be conducted to ensure that the composition of Association Committees reflects the demographic composition of the membership
 - c. A further review shall be conducted regarding specific representational considerations in relation to specific committee mandates (e.g., that the Member Engagement Committee represents a broad range of the membership to better be able to connect with all members).
 2. All Annual Reports of Committees shall be reviewed with an EDI lens to assess where improvements were made in relation to the inclusivity, diversity, equity, and accessibility of committee work, activities, and/or events.
 3. All Regular Meetings, and the Annual General Meeting, shall be assessed to ensure that they met the following requirements:
 - a. Scheduling requirements as outlined in the Association Bylaws,
 - b. Universal Design requirements as outlined in Association Policies,
 - c. Adherence to Community Agreements and management of difficult conversations (when/where applicable)

4. All Committee and Executive Board Member Exit Interview forms, and in-person interviews, shall be reviewed to ascertain if there were any negative experiences for members relating to EDI considerations.
- B. This review shall be performed by the Senior Administrative and Faculty Relations Officer between June 15 – June 30 and a report shall be submitted to the Association President for review.
- C. The final report shall be submitted to the Executive Board at its fall Planning meeting and the Executive Board may further disseminate some/all of the report to related committees.
- D. The Executive Board shall provide an update to the membership at a Fall regular meeting on the outcomes of the annual cyclical review.

III. Related Policies and Committees

- All MRFA governing documents
- All Association Committees
- All Association Activities