



Kwantlen Faculty Association

Your KFA – Knowledgeable, Fair, Approachable

Responsibilities of an Executive Representative:

- Attending KFA Executive meetings from **1-4 pm on the second Wednesday of every month** (no meetings in July or August)
- Representing members from the elected area on the Executive Committee
- Being responsible for conducting the affairs of the KFA at the monthly meetings
- After the Executive meeting, sending an email to the area with an update on KFA news and issues (the email is drafted by the Member-at-Large, so this isn't additional work for reps).
- Attending KFA General and Annual General meetings, if possible
- In general, being a point of communication between the KFA Executive and the area—fielding members' questions and bringing issues forward. If you don't know the answer to a question, you can refer the member to a Member-at-Large
- Note: Executive members are supported by a Table Officer liaison, so no one is on their own, but rather part of a team. Experience is not necessary—just a willingness to serve and learn. The KFA funds union PD to build the capacity of our Executive Committee members.

Responsibilities of a Committee Representative

- Attending KFA Executive meetings from **1-4 pm on the second Wednesday of every month** (no meetings in July or August)
- Representing the concerns of the Committee on the Executive Committee
- Being responsible for conducting the affairs of the KFA at the monthly meetings
- Attending two FPSE Committee meetings per year: one on the fall semester and one in the spring semester
- Attending KFA General and Annual General meetings, if possible
- In general, being a point of communication between the KFA Executive and members by fielding members' questions and bringing issues forward. If you don't know the answer to a question, you can refer the member to a Member-at-Large
- Note: Executive members are supported by a Table Officer liaison, so no one is on their own, but rather part of a team. Experience is not necessary—just a willingness to serve and learn. The KFA funds union PD to build the capacity of our Executive Committee members.

Responsibilities of Executive Representatives are covered in [Bylaw 4.2](#).