

ASPA Research Committee: Terms of Reference

COMMITTEE PURPOSE

The function of the ASPA Research Committee is to develop and implement a research plan in support of the ASPA Executive, Negotiating Team, and other committees.

Reporting to the ASPA Executive, the committee will be responsible for compiling important data in support of bargaining and member relations. The committee will provide fact-checking support to the Negotiating Team when information is put forward by the Employer during bargaining. The Research Committee will contribute to the education of the membership, while developing a more comprehensive understanding of our members and their views.

COMMITTEE STRUCTURE AND PROTOCOL

Membership: The committee will be comprised of at least five (5) ASPA members and the ASPA Administrative Assistant. The committee chair must be a member of the ASPA Executive. Individuals who are not members of the committee or the association may participate in committee meetings at the discretion of the chair; however, they have no voting rights. The committee appreciates the diversity of the ASPA membership and is always open and welcoming to any ASPA member who wishes to volunteer.

Chair: Member of the ASPA Executive, and appointed by the ASPA Executive

Term: 2 years, renewable

Committee Members: Executive and non-Executive volunteers

Term: 2 years, renewable

Type of Committee: Standing

Responsible To: ASPA Executive

Meetings & Reporting:

- The committee shall meet as needed, approximately monthly. Email as necessary to complete and/or approve tasks.
- Committee chair will provide regular reports to the ASPA Executive at the monthly Executive meetings. Reports must be submitted by the Friday prior to the Executive meeting.

SPECIFIC AREAS OF RESPONSIBILITY

1. As directed by the ASPA Executive, survey membership on specific issues of operational or strategic interest to ASPA
2. Responsibility for an annual census survey (when census is requested or needed) and compile, update, facilitate and report on the data about the membership.

3. Supporting the bargaining process, with regard to data compilation, environmental analysis, fact checking, member bargaining surveys, etc.
4. Supporting, and consulting with, the other Standing Executive committees as needed for the purpose of educating the membership.
5. Work with the university, where possible, to survey membership on specific issues of mutual interest.
6. Annual review of the Terms of Reference.

CURRENT COMMITTEE – November 10, 2022

Chair: Brianna Groot
Members: John Costa, Peter Krebs, Tanya Robertson-Frey, Marla Rogers, Patrick Hauser, Christine Peng, and Angeline Hainstock (Admin)

RECOMMENDED RESEARCH PLAN

1. Annual membership census** (send out in February 2 weeks prior to the Reading Week break).
2. Meet with ASPA President 18 months in advance of the collective agreement's expiry in order to set out the bargaining research strategy.
3. Develop and execute new Survey Development strategy with the inclusion of a fillable form to be used going forward by both the Research and Executive committees to evaluate the value and necessity of sending a survey out to the ASPA membership.

Terms of Reference last reviewed – July 15, 2021

Terms of Reference last updated – November 10, 2022 – Chair replacement