

## CoFA Membership

### *Purpose:*

The Council of Faculty Associations (CoFA) is a consultative body that includes executive members from every faculty association. It exists to ensure that all faculty associations are knowledgeable about issues and to offer opportunities to collaborate. The purpose of this policy is to outline the ASA's relationship and responsibilities in regards to CoFA.

### *Policy:*

- CoFA is comprised of four different committees: Senior Board, Advocacy Working Group, Finance and Administration Working Group, and Member Services Working Group.
- It is the responsibility of the Executive Committee to decide who will be the ASA's representative on each committee. Unless extenuating circumstances arise, it is recommended that the President sits on the Senior Board, the VP Academic sits on the Advocacy Working Group, the VP Communications sits on the Member Services Working Group, and the VP Finance sits on the Finance and Administration Working Group.
- Whenever possible, ASA representatives will attend CoFA meetings in person. If it is not possible to attend in person, the representative must either send another member of the Executive Committee in their place or they must attend virtually.
- Each year SU hosts a retreat for Faculty Association representatives with the purpose of aiding in the transition process and increasing the flow of information between the SU and the ASA. At least two members of the Executive Committee must attend the CoFA retreat.
- All representatives that attend the CoFA retreat must provide a report to the Executive Committee within 30 days of completion.