

# The 5 Ws of FACs for Chair(s)

## A guide to your role in the Unit 1-led Faculty Advisory Councils



<b>Why?</b>	<ul style="list-style-type: none"> <li>• Keep open lines of communication with administration</li> <li>• Improves morale by giving educators more agency and voice within the school</li> <li>• Gather input for school-wide procedures &amp; events</li> <li>• Identify potential problems and solve them before they escalate</li> <li>• Work with building representative to ensure Unit 1 negotiated agreement is upheld (Article 20 &amp; others)</li> </ul>
<b>Who?</b>	<ul style="list-style-type: none"> <li>• Elected by members of Faculty Advisory Council</li> <li>• Should be elected with a vice chair and a secretary</li> </ul>
<b>What?</b>	<ul style="list-style-type: none"> <li>• Facilitate FAC meeting using Robert's Rules of Order</li> <li>• Maintain focus of council discussion toward actionable recommendations &amp; voting of FAC members</li> <li>• Monitor &amp; process Unit 1 submissions of concerns</li> <li>• Distribute meeting minutes to administration to garner written response to recommendations</li> <li>• Compile agenda for meeting regarding procedural and operational concerns to seek input <ul style="list-style-type: none"> <li>○ ex: Unit 1 work week; bell, duty, and/or cultural arts schedules; extracurricular activities; school-wide procedures &amp; events <ul style="list-style-type: none"> <li>■ Article 3I, 1c Extra-Curricular Pay Scale</li> <li>■ Article 11, A Required Work Hours (Unit 1 37.5 hr work week)</li> <li>■ Article 18, E Health and Safety Hazards</li> <li>■ Article 10, B Referral of Severe Cases</li> <li>■ Article 11, C Planning Time</li> <li>■ Article 11, G Duty Days</li> <li>■ Article 14, A Duties Not Contributing to Teaching</li> <li>■ Article 16, B4 Department Chairperson</li> </ul> </li> </ul> </li> <li>• Distribute minutes to Unit 1 body after the meeting</li> <li>• Recognize &amp; call vote for executive session if needed</li> </ul>
<b>Where?</b>	<ul style="list-style-type: none"> <li>• Hold meetings in easily accessible, central area for all to attend <ul style="list-style-type: none"> <li>○ ex: library media center, conference room, chair's classroom</li> </ul> </li> </ul>
<b>When?</b>	<ul style="list-style-type: none"> <li>• Work with admins to incorporate meetings into the regular calendar <ul style="list-style-type: none"> <li>○ Members on council fulfill committee requirement</li> <li>○ Hold during other duty times than committee meetings</li> </ul> </li> <li>• Call additional meetings with knowledge of admin</li> <li>• Establish opening meeting in August and closing meeting in June</li> </ul>