

CAFA Executive Director – Job Description

The Confederation of Alberta Faculty Associations (CAFA) is a longstanding provincial stakeholder comprised of the Association of Academic Staff University of Alberta, the Athabasca University Faculty Association, the Faculty Association of the University of Calgary and the University of Lethbridge Faculty Association. CAFA's objectives are to support the interests of its member associations and to advocate for quality university teaching and research in Alberta.

The ED is the chief administrative officer of the Confederation and is responsible for the staffing and performance of the CAFA office, which is located in Edmonton.

The Executive Director reports directly to the President of CAFA and works closely with the CAFA officers, and with CAFA Council, the governing body of the organization, to advance CAFA's objectives.

The ED maintains formal and informal channels of communication with provincial politicians, the Ministry of Advanced Education, and other post-secondary stakeholders in Alberta, to ensure that CAFA's advocacy on behalf of its member associations is effective.

The ED creates and maintain lines of communication with Alberta labour organizations.

The ED drafts CAFA policy statements and submissions to government at the direction of CAFA Council.

The ED conducts research and provides CAFA Council with expert analysis on topics of concern to member associations, including labour relations, and academic matters. The ED is responsible for developing and coordinating effective strategies to respond to these issues.