

1.5.11 Board Staff Liaison Officer Terms of Reference

1. Purpose of the Role

- 1.1. The FSA Board of Directors has created the role of Board/Staff Liaison Officer (BSLO) to improve accountability of the Board to FSA staff, to act as part of a system of checks and balances on the power of FSA management, and to provide FSA staff with contact persons on the Board whom staff may approach with questions, concerns, ideas, or needs relating to:
 - 1.1.1. The governance, leadership, and management of the FSA.
 - 1.1.2. Supporting workplace psychological health and safety as described in policy 3.3.6 Psychological Health and Safety in the Workplace.
- 1.2. BSLOs have no Management/Human Resources/Career Development responsibilities regarding staff and these functions are excluded from their scope of work.
- 1.3. Any significant workplace misconduct/concerns need to go through the appropriate formal channels, such as, via the Operations & Human Resources Director, the Executive Director, CUPE 1004 Business Agent, FSA policy 3.3.1 or mechanisms covered in the CUPE collective agreement.

2. Appointments

- 2.1. There will be two BSLOs at a time, appointed by the FSA Board of Directors.
- 2.2. When appointed, BSLOs will hold a one-year term with no limit on renewals.
- 2.3. BSLOs will be current Directors. The President is not eligible to be a BSLO.
- 2.4. At the meeting in which the Board will be appointing new BSLOs, the previous year's BSLOs will present a short list of potential appointees nominated by FSA staff.
- 2.5. The Board of Directors will not appoint BSLOs who are not acceptable to FSA staff.

3. Responsibilities

- 3.1. BSLOs may host scheduled check-ins with FSA staff and will schedule these up to a year in advance with consideration of other scheduling concerns for the FSA office. Staff attendance counts as work time and is not mandatory.
- 3.2. Between check-ins BSLOs will be available and responsive to staff and will communicate their availability and available communication channels to staff. Where

possible BSLOs will attempt to coordinate their leave-taking to ensure that there are not periods longer than three weeks in which no BSLO would be available to staff.

- 3.3. BSLOs will briefly meet in person with any new staff member as part of the onboarding process in order to introduce themselves, their role, and the Board.
- 3.4. BSLOs can serve as a conduit for information exchange between Board and Staff, if needed, and without contravening existing formal channels such as those described in the CUPE 1004 Collective Agreement or in FSA Policies.
 - 3.4.3. In order to better understand the nature of the BSLO role, including knowledge of appropriate communication channels and workplace culture at the FSA, BSLOs should be familiar with relevant FSA policies and procedures documents, including, but not limited to:
 - 3.4.3.1. CUPE 1004 Collective Agreement,
 - 3.4.3.2. FSA Board Governance Manual,
 - 3.4.3.3. Policy 1.5.3 FSA Directors Agreement and Code of Conduct
 - 3.4.3.4. Policy 1.5.11 BSLO Terms of Reference
 - 3.4.3.5. Policy 2.4.5 Equity
 - 3.4.3.6. Policy 3.2.2 Staff Bargaining
 - 3.4.3.7. Policy 3.3.1 Discrimination, Harassment, and Bullying Prevention and Redress
 - 3.4.3.8. 3.3.6 Psychological Health and Safety in the Workplace
- 3.5. BSLOs may coordinate the attendance of a Board member other than the President at the regularly scheduled LM meeting and will each personally attend at least one LM meeting during their year-long term.

Revision History

Date	Revision (Brief description)
June 2023	Approved
October 2021	For review per staff request
April 2018	Initial approval