

---

## AFA Standing Committees

---

The Council establishes the following standing committees, task forces and work groups to collect information, to establish findings, and to bring recommendations to the Council for action. Each group shall perform these duties either by charge of the Council or its own initiative.

Each Executive Council member is required to serve on at least one District-wide or AFA Standing Committee.

All meeting times to be determined, unless otherwise indicated. (Regular meeting schedules are set up to accommodate committee members' schedules whenever possible.)

The expectation is that committee members will conduct research, produce written reports and make presentations to the Executive Council and/or Negotiations Team as requested.

### I. Committees with ex officio members only:

**AFA Officers Committee:** Reviews and discusses contractual and organizational issues, plans meeting agendas, and formulates recommendations to the Council. The President, Vice-Presidents, Secretary/Treasurer, Chief Negotiator, and Conciliation/Grievance Officer are members of this committee. President serves as chair. Meets weekly.

**Adjunct Issues Committee:** Researches, discusses and formulates recommendations to the Council re: adjunct issues. All adjunct Officers, Councilors, and Negotiators are members of this committee. Meets as needed.

**Conciliation/Grievance Committee:** Composed of Officers and Adjunct Cabinet Representative. AFA Conciliation/Grievance Officer serves as chair. Meets as needed.

**Negotiating Team:** Composed of Negotiators. Chief Negotiating Officer serves as chair. Meets weekly and as needed.

### II. Committees and Task Forces with appointed and ex officio members only:

**Article 16 Committee:** Reviews, discusses and approves departmental Hourly Assignment Procedures and Expertise Policies. Composed of three to five Officers, Negotiators and/or Councilors.

**AFA College Service and Technology Training (ACSTT) Fund Steering Committee:** Reviews and approves guidelines and applications for the Adjunct Faculty District Activities Fund (AFDAF) and the Faculty Technology Training Fund (FTTF). Composed of three AFA appointees (one Officer and two Councilors, including at least one adjunct faculty member) and one administrator. The Staff Development Coordinator serves as an ad hoc member of this committee. Conducts business via e-mail and meets several times per semester.

**New Faculty and Membership Steering Committee:** Provides support and serves as a resource re: contractual information for probationary faculty going through the tenure review process. Composed of three to five Officers, Negotiators or Councilors, including the Santa Rosa and Petaluma Vice-Presidents, by position.

Encourages member participation in AFA activities and informs new faculty members of the benefits of AFA membership.

---

**Political Action Committee (AFA PAC) Steering Committee:** Oversees AFA PAC activities. Composed of three Councilors, including an Officer. Meets as needed.

**Retirement Issues Task Force:** Researches, discusses and formulates recommendations to the Council re: retirement issues. Composed of the Chief Negotiator and President, by position, plus three to five Councilors, Officers, or Negotiators.

**Workload Task Force:** Researches, discusses and formulates recommendations to the Council re: workload issues. Composed of the Chief Negotiator, by position, plus three to five Councilors, Officers, or Negotiators.

III. Workgroups with appointed and ex officio members and open to all Officers, Councilors or Negotiators:

**Benefits Workgroup:** Researches, discusses and formulates recommendations to the Council re: benefits issues: Composed of AFA representatives to the District-wide Fringe Benefits Committee, by position, and other interested Officers, Councilors or Negotiators. One AFA representative on the District-wide Fringe Benefits Committee serves as chair.

**Professional Development/Flex & Professional Growth Workgroup:** Researches, discusses and formulates recommendations to the Council re PDA/Flex & PGI issues. Composed of three to five Officers, Negotiators or Councilors.

**Publications Workgroup:** Reviews, discusses and approves Update and Dialogue articles submitted for publication. Composed of the Publications Coordinator and Officers, by position, plus interested Councilors or Negotiators. The Publications Coordinator serves as chair.