



PROFESSIONAL MANAGERIAL ASSOCIATION (PMA)

WESTERN UNIVERSITY

PMA BOARD OF DIRECTORS

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by PMA Board of Directors: January 2026

Next Review: November 2026

PURPOSE

The Professional and Managerial Association (PMA) at Western University exists to represent, support, and advocate for professionals and managers across the university community. The PMA is committed to fostering an inclusive, equitable, and respectful workplace where diversity is valued and every member feels a strong sense of belonging.

Aligned with Western's commitment to excellence in education, research, and service, the PMA strives to be an active, engaged, and consulted partner in advancing innovation and shared decision-making. Through advocacy, leadership, and meaningful engagement, the PMA works to amplify and respect the diverse voices of its members and to promote fair, transparent, and equitable practices across the institution.

GOVERNANCE

The PMA Board of Directors reports to the PMA membership.

MEETINGS

The PMA Board of Directors will meet 10 times per year over the academic year from September to June. The agenda will be circulated to members 1 week in advance of scheduled meetings and minutes will be circulated one week following the meeting.

PMA Board members are required to attend all regular meetings unless otherwise stated. If a member is unable to attend a particular meeting, they are asked to notify the chair or delegate at least 48 hours in advance.

Members may not miss more than four meetings per year. A Member may designate a delegate (e.g., the Vice Chair of a standing committee) to attend on their behalf. Where a delegate attends, any matters requiring a vote and Board approval shall be conducted virtually.



QUORUM

- Quorum (academic year) shall be 50% of the voting members of the committee.
- Summer quorum will be one-third of voting membership

MEMBERSHIP

Voting

- President
- Vice President
- Second Vice President
- Past President
- Treasurer
- Director - Chair of Membership Engagement Committee
- Director - Chair of Professional Development Committee
- Director - Chair of Support and Equity Committee
- Director - Chair of the Negotiations Committee
- Director - Chair of Personnel and Policies Committee

Non-voting

- PMA Membership Coordinator
- Chair of the Racial, Equity, and Belonging Committee
- Chair of the Communications Committee
- Members of the Executive Advisory Committee

TERMS OF APPOINTMENT

1. President – 2 years sequentially
2. Vice President – 2 years sequentially
3. Second Vice President – 2 years sequentially
4. Past President - 2 years sequentially
5. Treasurer - 2 years sequentially
6. Directors - 2 years sequentially



RESPONSIBILITIES

Representation and Advocacy

- Represent the interests of PMA members in their employment relationship with Western University.
- Advocate for fair and equitable treatment of members in university policies and practices.

Professional Development

- Facilitate and support career enrichment and professional growth opportunities.
- Organize workshops, events, and speaker sessions relevant to members' roles and development.

Policy Interpretation and Support

- Assist members in understanding and interpreting PMA and university policies.
- Provide guidance and support in navigating workplace challenges and concerns.

Committee Participation

- Represent PMA members on university committees to ensure their perspectives are included in institutional decision-making.

Community Engagement

- Foster a sense of community and collegiality among members.
- Promote initiatives that support health, wellness, and work-life balance.

SUBCOMMITTEES OF THE BOARD OF DIRECTORS

- Membership Engagement Committee
- Professional Development Committee
- Support and Equity Committee
- Negotiations Committee
- Personnel and Policies Committee
- Executive Advisory Committee
- Racial, Equity, and Belonging Committee
- Communications Committee