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Committees

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Committees are an essential part of the union's work. The work of committees is self-contained, often confidential, and always member-run. Committees adjudicate funds, do research, represent the union on various bodies, and work on specific tasks. Whatever your interests and talents are, if you want to get involved, there's a committee (or several!) for you.

All committees have a yearly honorarium attached for your participation. These amounts vary between committees depending on the nature and projected volume of the work.

Most committees are elected at the Annual General Meeting that usually takes place in March of every year. Committees that are elected at different times are specified in the descriptions below.

If a position becomes vacant, its vacancy is announced on the CUPE 3903 website and in the CUPE 3903 Newsletter. Members in good standing may then nominate themselves to fill the vacant positions. If only one candidate is nominated, the position is filled by acclamation.

If more than one candidate is nominated, an election is held at the subsequent General Membership Meeting (GMM), during which nominees may make a brief statement of interest. Nominees who are unable to attend may email their statements by the end of the day prior to the GMM to cupe3903vpu1@gmail.com (<mailto:cupe3903vpu1@gmail.com>). Their statements will then be read aloud before elections begin at the GMM.

Fund Adjudicating Committees

These committees are primarily responsible for adjudicating applications to the various union funds and making sure members get their money!

Internal Fund Adjudicating Committees

Internal fund adjudication committees adjudicate Collective Agreement funds administered by CUPE 3903.

Childcare Committee

The purpose of this committee is to facilitate the disbursement of Childcare Fund among CUPE 3903 members. Part of the work of this committee will be mobilizing members to apply for this fund, reaching out to all members with childcare needs, and inputting the data collected. The committee consists of four members and is elected annually at the September GMM.

Honorarium: \$500 per member per year.

Members: Deanne Kearney, Tareq K, Chantal Abouchar, Margaret Lebold.

The committee can be reached at 3903childcare@gmail.com (mailto:3903childcare@gmail.com).



Extended Health Benefits (EHB) Committee

The primary responsibility of members on this committee is to regularly review applications submitted to the Extended Health Benefits Fund. The committee will regularly convene to review applications, making the difficult decisions as to how to distribute our significantly limited funds. The time commitment will vary from week to week based on the number of claims received. Committee members should be relatively available throughout the year. There are four positions on this committee.

Honorarium: \$2000 per member per year.

Members: Alireza Azizi, Stephanie Latella, Morgan Le Fevre, Deanna MacNeil.

The committee can be reached at ehb3903@gmail.com (mailto:ehb3903@gmail.com).

Mentorship Program Committee

For 2024-2025, the committee members will work with the Chairperson, Lead Steward Unit 3, VP Unit 1, and Equity Officer to organize mentoring sessions and workshops to be offered to members of the local. Responsibilities will include meeting with the Lead Steward Unit 3 to brainstorm ideas for 3-4 mentoring events, reaching out to potential session/workshop facilitators, setting up of the in-person location and online meeting, and working on the promotion of the session/workshop.

Please note that the committee's role might be different in 2025-2026 once the mentorship program is more fully developed, so the above description is for the Winter 2025 term and potentially Spring/Summer 2025 term only.

Honorarium: \$500 per year, per position.

Professional Development Fund Committee

This Committee has three elected representatives: the PDF Coordinator, and two PDF Representatives. The PDF Coordinator administers the PDF Fund throughout the contract year in accordance with established guidelines, and is the primary contact person for members. One of the Coordinator's tasks is to chair four meetings to adjudicate the distribution of the Professional Development Fund and the Tuition Costs Fund. The PDF Coordinator is responsible for adjudicating the Tuition Cost Fund with the Director of the Teaching Commons.

The PDF Coordinator is also responsible for the actual disbursement of funds and for the general upkeep of the PDF email account. The PDF Coordinator is also a member of the Teaching Commons Executive Board and is CUPE 3903's primary and ongoing connection to the Teaching Commons. The representatives are elected for a one-year term at the November general meeting of the membership (GMM). (See APPENDIX E – Professional Development Fund).



Honorarium for the PDF Coordinator: \$2250, paid in three equal installments of \$750 per funding cycle at an estimated time of 40 hours per cycle.

Honorarium for the PDF Representatives: \$600, paid out as \$200 per meeting per position.

Members: Alie Hermanutz (Coordinator), Alireza Azizi, Chris Little.

You can contact the committee at pdf3903@gmail.com (mailto:pdf3903@gmail.com).

Sexual Assault Survivor Support Fund Committee

The **Sexual Assault Survivor Fund (<https://cupe3903.org/funds/sexual-assault-survivor-support-fund/>) (SASSF)** Committee understands that sexual assault can impact many areas of a member's life. The fund supports survivors to offset costs such as counselling, legal support and lost wages. Members can draw on this fund to an **annual maximum of \$3000**. The Committee recognizes that legal support can be very expensive and will consider adjusting the yearly maximum based on need.

Support Fund for Racialized Members Committee

This fund will be adjudicated by two members and the Equity Officer as an ex-officio member. The purpose of this committee is to facilitate the distribution of the Support Fund for Members who Experience Racial Discrimination, Harassment, and Violence in our Collective Agreement.

Honorarium: \$750 per year, per position.

Trans Fund Committee

The Trans Feminist Action Caucus (TFAC) establishes a Trans Fund Committee to oversee the CUPE 3903 Trans Fund. The Committee will consist of three members of the Caucus elected annually. Their responsibilities will include advertising and promoting the Fund, receiving and reviewing applications, adjudicating applications and determining disbursements as per the Trans Fund policies and procedures, and liaising with the Executive and Trustees to ensure timely disbursement of awarded funds and the safe and confidential provision of records required for accounting purposes, as negotiated between the Committee and Executive with a view toward ensuring the safety and confidentiality of applicants.



For further details, TFAC can be reached at TFAC.cupe3903@gmail.com (<mailto:TFAC.cupe3903@gmail.com>). The committee can be reached at 3903transcaucus@gmail.com (<mailto:3903transcaucus@gmail.com>).

Ways & Means Fund Committee

This committee meets as often as is required to assess applications to the Ways and Means Fund (<https://cupe3903.org/ways-and-means-fund/>) and to disburse funds. Three members are elected for a one-year term at the September General Membership Meeting.

Honorarium: \$1000 per member per year. The committee can be reached at cupe3903waysandmeans@gmail.com (<mailto:cupe3903waysandmeans@gmail.com>).

Members: Alireza Azizi, Lisa Smith, Ryan Whiston, Tareq K.

External Fund Adjudicating Committees

External fund adjudication committees adjudicate Collective Agreement funds administered by the Employer.

Bursaries Committee

Two members from the union meet four times per year with representatives of the employer and the Faculty of Graduate Studies in order to evaluate applications and oversee disbursements for four different need-based bursaries: GA Bursary Fund, Master's Bursary Fund, Ph.D. Completion Fund, and Graduate Student Bursary. Committee representatives are not eligible for the bursaries.

Honorarium: \$400 per year per member.

Members: Alex Corey, Stephanie Latella.

Research Costs Fund Committee

The Research Costs Fund Committee consists of two representatives. This committee is coordinated through FGS and meets twice a year for about 4 hours each time. Before each meeting, the members read the applications (about 3 hours) and decide how to break down awards for the fund. This committee adjudicates the Research Costs Fund – open to all full-time graduate students who have been or are currently members of Unit 1.

Honorarium: \$250 per member per year.

Members: Ion Nicolescu, Zoya Zoya.



Research Grants Fund & Travel Costs Fund Committee

The Research Grants Fund and Travel Costs Fund Committee consists of two members from Unit 2. This committee, working with YUFA, decides on allocation of the major and minor research grants, and on travel grants. There are 3 or 4 meetings per year. Most of the time requirement is in preparation for the meetings, since the files can be quite lengthy. Members of the committee are ineligible to apply for these funds. The representatives are elected for a one-year term in September.

Honorarium: \$500 per position per year.

Members: Angela Hug, Jiang He.

Research Leave Adjudicating Committee

The Research Leave Adjudicating Committee reviews the Research Leave applications of Unit 2 members in the Affirmative Action (“Conversion”) Pool and awards as many Research Leaves (“Sabbaticals”) as are guaranteed through the Collective Agreement. The committee consists of a non-voting CUPE 3903 participant/observer from Unit 2 in addition to three full-time faculty members (including a designate of the Associate VP Research) and a supporting Committee secretary. The representative is elected for a one-year term.

Honorarium: \$250 per year.

Member: Linda Carozza.

Teaching Development Fund Committee

The Teaching Development Fund Committee meets as necessary to review application files and make selections for the Major and Minor Teaching Grants yearly competition. The committee is comprised of two elected members of Unit 2, one full-time faculty member, and a representative of the Centre for the Support of Teaching.

Honorarium: \$250 per position per year.

Members: Elena Chou, Kumiko Inutsuka.

Internal Union Business Committees

These committees work on special projects and issues that are internal to the running of CUPE 3903.

Accessibility Committee

The Accessibility Committee was organized in 2005 to improve the Union's work on accessibility issues at York University and to ensure that Union spaces and meetings are accessible. Four members are elected for a one-year term.

Honorarium: \$500 per year per member.

Members: Patrick Darkhor, Ion Nicolescu, Daniela Petrovski, Zoya Zoya

Affordable Housing Committee

The York Affordable Housing Committee (AHC) is a coalition of students, staff, and faculty working towards the creation of affordable co-operative housing in the vicinity of York University. The committee works to build capacity and partnerships, conduct research, and apply for funding. CUPE 3903 is entitled to two (2) voting delegates. Each delegate will be elected for a one-year term.

Honorarium: \$250 per year, per position

Members: Ayesha Shahid, Zachary Dark.

Archive Committee

(<https://cupe3903.org/committees/archive/>)

The Archive Committee (<https://cupe3903.org/committees/archive/>) keeps the 3903 Archives, which are necessary for the preservation of institutional memory. Two curators are responsible for creating and subsequently maintaining an archival finds for the local; encouraging members to look for and donate their sources to the 3903 collection; transmitting sources to the 3903 collection; organising at least one annual event on any given 3903/archive-related topic; acquainting themselves with the collection's index and informing members and non-members on the available documents and their degree of accessibility; officiating as go-betweens for members wishing to talk to an archivist; and issuing calls for testimonies. The CUPE 3903 Archive Curators are elected for a one-year term.



Honorarium: \$750 per position.

Members: Arpita Bajpeyi, Kelsey Ioannoni

Email the Archive Committee with your archival finds: cupe3903archive@gmail.com
(<mailto:cupe3903archive@gmail.com>)

Bargaining Research and Preparation Committee

The purpose of this committee is to support the ongoing research and logistical needs of the local in regards to bargaining preparation. Part of the work of this Committee will be surveying the membership regarding potential proposals and ongoing collective agreement concerns, reporting on comparative language in other collective agreements, and further researching matters arising from survey results. The committee consists of three members and is elected annually.



Honorarium: \$500 per year, per position.

Members: Ayesha Shahid, Ion Nicolescu, Alex Corey.

Bilingualism Committee

The Bilingualism Committee is composed of two members from any unit. The committee is responsible for assessing and responding to the needs of the local in terms of translation and French language content and promoting outreach and inclusion for our francophone members. It also coordinates translation of important documents and resources as well as any other translation projects that may arise. This committee meets with the Communications Officer at least once a month and coordinates with the Communications Committee. The Bilingualism Committee is elected for a one term.

Honorarium: \$500 per year.

Members: Beheshta Sharifi, C.L.

Communications Committee

The Communications Committee is responsible for coordinating CUPE 3903 communications, including maintaining and updating the CUPE 3903 website, maintaining a social media presence, and taking on communications projects and campaigns. The Communications Committee meets at least once per month.

Honorarium: \$750 per member per year.


Members: Elisa Dong, Gabriela Sealy, Beheshta Sharifi, Zoya Zoya

Distribution Committee

This committee consists of 6 members who are responsible for distributing materials to departmental mailboxes and putting up posters at a \$50 per diem, with the normal workload being one day per month. Members are elected for a one-year term.

Members: Beheshta Sharifi, Zoya Zoya, Ahmed Mohamed, Tareq K, Vindra (Vanessa) Moonilal, Mahyar Mohaghegh Dolatabadi

Election Committee

The role of the Chief Electoral Officers is to organize the elections as per the bylaws. Most of the work is around the annual election that occurs between late January and early March, but they are also responsible for any by-elections that may be held during the year. The work includes accepting the nominations, arranging for members to scrutineer, arranging and setting up tables for voting, and alongside the executive, communicating the details of the elections to the membership. While there is usually very little work, members interested in this position should expect to commit a significant chunk of time in late February and in early March. Current members of the executive are ineligible for these positions. Additionally, election officers may not run for executive positions in the election for which they serve. 

Honorarium: \$750 per year per position, plus and additional \$150 per by-election.

Members: Mahnaz Dehghantezerjani, Kelsey Ioannoni.

The Election Officers can be reached at cupe3903eo@gmail.com (<mailto:cupe3903eo@gmail.com>).

Forum Moderators

2 forum moderators oversee CUPE 3903's forums and make sure that all communications are in line with the Union's Equity Statement as well as the Listserv Rules and Posting Guidelines (Appendix F – Listserv Rules and Posting Guidelines). Forum moderators elected for a one-year term.

Honorarium: \$500 per member per year.

Members: Kelsey Ioannoni, Beheshta Sharifi.

International Graduate Students' Committee (IGSC)

The IGSC advocates for international graduate student members of CUPE 3903. The IGSC normally has two elected members who coordinate the affairs of the IGSC. The IGSC has an annual budget of \$5000. Committee members are elected for a one-year term.

Honorarium: \$250 per member per year. The committee can be reached at igsc.cupe3903@gmail.com (<mailto:igsc.cupe3903@gmail.com>).

Members: Sania Bilwani, Zoya Zoya.

Union Trustees' Committee

One trustee is elected each year, and sits for a three-year term (in other words, the committee has a total of three members). The trustees review and audit the union's accounts to ensure compliance with all legal requirements and to ensure transparent and legitimate usage of all union funds. The audit is carried out at the end of the fiscal year, with most meetings held in April or May.



Honorarium: \$1000 per member per year.

Members: Anson Nater (term ends 2025), Gordon Craig (term ends 2026), Elena Chou (term ends 2027).

External Union Business Committees

These committees represent CUPE 3903 in various bodies sitting across from the employer, working with the broader York community, and with the labour movement more generally.

Advisory Committee on Race/Ethnic Relations, Discrimination and/or Harassment

The mandate of this joint committee of CUPE 3903 and York University is to discuss and investigate systemic and/or individual discrimination, interference, restriction, harassment or coercion exercised or practiced with respect to any union member in her employment relationship, by reason of race, colour, nationality, ancestry, place of origin or native language. The committee works closely with the Anti-Racism Working Group and may also make recommendations to the Labour-Management Committee. The committee is elected for a one-year term and consists of at least two CUPE 3903 representatives from any unit, one of which will be the joint-chair.

Honorarium: \$250 per year per member.

Members: Keisha Bell-Kovacs, Daniela Petrovski.

All-University Pensions Committee

The All-University Pensions Committee is an advisory body that formulates policy related to pension issues. The CUPE 3903 representative is elected for a one-year term.

Honorarium: \$250 per year.

Member: Sylvia Peacock.

Coalition of Student Employee Unions (CSEU) Representatives

The CSEU is a coalition of unions representing student employee with the purpose to facilitate communication and collective action between its members and to advance the aims of the student employee unionization movement. It meets once per month, as well as holds one annual general meeting.

As per CSEU's bylaws, CUPE 3903 is entitled to two (2) voting delegates. Each delegate is elected for a one-year term.



Honorarium: \$250 per year, per position.

Members: Anna Lippman, Zoya Zoya.

CUPE Toronto District Council

The CUPE Toronto District Council is comprised of all affiliated CUPE locals in Toronto. It meets once per month. CUPE 3903 is entitled to six delegates who serve a one-year term.

Honorarium: \$250 per year per member.

Members: Jay De Santi, Megan Hillman, Anna Lippman, Joseph Tohill, Zoya Zoya.

Employment Equity Committee

Having access to census material and money to solicit an Employment Equity survey, the committee's mandate includes setting goals and timetables for the elimination of discriminatory practices and systemic barriers to equal opportunity. Issues to be addressed include recruitment of employees, selection procedures, job postings, employer training, salaries and benefits, and working conditions. The committee will consist of three union representatives, one of which will be the Joint Chair. Preference will be given to members from each of the designated groups.

Honorarium: \$250 per member per year.

Members: Stephanie Latella, Zoya Zoya.

Health & Safety Committee

The Health and Safety Committee has fourteen representatives. They act as advocates for members on all health and safety matters, investigate accidents and work stoppages involving our members, inspect workspaces relevant to our members, meet with management to discuss all of the above, and make sure everything is followed up.

Honorarium: there is no direct honorarium, although the employer sets aside money annually to pay committee members an hourly wage for work done, paid at the marker/grader rate.

Members: Anneka Bosse, Taylor Cosby, Sylvia Cote, Elisa Dong, Marcelle-Anne Fletcher, Zoya Zoya, Tareq K, Andrea Valente, Patrick Teed, Vindra (Vanessa) Moonilal, Lisa Smith, Abi Newton, Julie Allen, Anson Nater.



Email the Health and Safety Committee: cupe3903jhscreps@gmail.com
(mailto:cupe3903jhscreps@gmail.com)

Labour-Management Committee

The Labour-Management Committee consists of one representative from each Unit, with the exception of Unit 4 (who must form their own LMC as per Article 5.01 of the Unit 4 Collective Agreement). The Unit 4 LMC consists of 3 representatives. This committee meets with management about once a month and is charged with facilitating the implementation and interpretation of the Collective Agreements.

Honorarium: \$750 per position per year.

Members (Unit 1-3): Beheshta Sharifi (Unit 1), Joseph Tohill (Unit 2), Shyam Patel (Unit 3).

Members (Unit 4): On hold until Unit 4 bargaining concludes.

Postings Officers

The Posting Officers review all job postings for conformity with the Collective Agreements (e.g., qualifications required and preferred by the employer, description of duties, pay rate). Where postings do not conform with the Collective Agreements, the Postings Officers discusses them with the Employer's postings officer to attempt to remedy the situation. If discussion does not result in a prompt remedy, the Postings Officer initiates grievances through the Grievance Committee and/or Stewards' Council.

Honorarium: \$2,500 per member per year. There are two general Postings Officers and one Nursing-specific Postings Officer.

Members: Rory Sharp, Marlene Murphy.

Nursing Specific Posting Officer: Jonas Lim, Salwa Musa.

Senate Representative

The Senate Representative represents the interests of CUPE 3903 at the York University Senate. This body includes representatives from all faculties, librarians, students, and other unions, and usually meets once a month. CUPE 3903 has one seat, elected for a one-year term.

Honorarium: \$250 per year.

Member: Catherine Swenson (primary), Anson Nater (alternate).



Toronto & York Region Labour Council

The Labour Council is comprised of all affiliated locals across the labour movement in the Toronto and York region. It meets once per month. The number of delegates CUPE 3903 is entitled to is dependent on our membership numbers. Delegates are elected for a one-year term.

Honorarium: \$250.

Members: Mahnaz Dehghantezerjani, Megan Hillman, Anna Lippman, Erin McIntosh, Ion Nicolescu, Behesta Sharifi, Zoya Zoya.

York University Pension Board of Trustees Representative

The Board of Trustees (BoT) of the York Pension Fund is a board that reports to the Board of Governors but which has some union representation. The representative to this Board serves as a fiduciary for a three-year term.

Honorarium: \$250 per year.

Member: Lisa Smith.



(<https://cupe3903.org>)

CUPE 3903 represents the contract faculty, teaching assistants, graduate assistants, and research assistants, part-time librarians and archivists, and Canadian Observatory on Homelessness workers at York University.

STAY IN TOUCH

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LinkedIn(<https://www.linkedin.com/company/cupe-3903/>)

Bluesky(<https://bsky.app/profile/cupe3903.bsky.social>)



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