

Guidelines for Council, Committee, and Department Representatives, adopted by the
PFA Executive Board October 16, 2025

Attend every meeting of the council, committee, or department you have been appointed to. If you can't attend, tell your alternate (if you have one). If there is no alternate, inform the PFA office as soon as you know.

Write a brief report summarizing what took place at the meeting, emphasizing anything that is relevant to or impacts the Part-Time Faculty Association.

Email your report to the PFA Office, so it can be shared with the Executive Board and posted to the PFA website.

Remember you are representing the Part-Time Faculty Association, so maintain a professional demeanor.

Fill out your Payroll Authorization and send it to the PFA office. The stipend is \$100 for each meeting. Turn them in monthly.