OCASA

Operational Procedures

Provincial appointments to:

* ACC Insured benefits sub-committee (Administrative Consultative Committee)
* CAAT Retirees Group Insurance Advisory Committee
* CAAT Pension Plan – Board of Trustees
* CAAT Pension Plan – Sponsors’ Committee
* CAAT Pension Plan – Board of Trustees – Retiree appointment (once every 6 years)

Task *Responsibility*

1. Job descriptions *OCASA office*

Update job descriptions:

* 1. each time vacancy is anticipated
	2. in consultation with sponsoring constituent
1. Determine any other set of criteria, such as a particular regional representation required for a position.
2. Invite applications: *OCASA office*
	1. from membership through email, website, and any other relevant social media or other communications deemed relevant
	2. with a minimum 6-week notice period, if available
	3. provide job description, including instructions for application
	4. encourage College Reps/Board to also invite applications
	5. all applications will be submitted through the OCASA office (email)
3. Initial review of applications  *OCASA office*

OCASA office

1. Review of applications:
2. the Executive Director will forward all applications to the Executive Committee for review
3. the Executive Director will also forward all supporting materials for the review process, including assessment criteria (meeting the requirements of the job description)
4. After reviewing the applications, the Executive Committee will determine if interviews are warranted.
5. Where interviews are necessary, the Executive Committee will develop standard questions to be used in the interview process.
6. The Executive Director will set up teleconference interview times and provide all support for the process.
7. The applicants who are being interviewed, or where one alone meets the criteria, will be asked to confirm support from supervisor/college and availability for meeting schedule in year, prior to the interview, or being offered the position.
8. A minimum of three (3) Executive Committee members will participate in the process.
9. Where no applications meet the basic criteria, the process will be re-opened for applications.
10. Appointment:
	1. The Board of Directors will be informed about the recommendation of the Executive Committee through email, *requesting expression of support (not sure about this part).*
	2. The Executive Director will inform the successful applicant and work with them to ensure orientation and transition.
	3. The Executive Committee will report the appointment to the Board at the next scheduled meeting.