



PROFESSIONAL MANAGERIAL ASSOCIATION

WESTERN UNIVERSITY

NEGOTIATIONS COMMITTEE

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by Negotiations Committee: February 2026

Next Review: September 2026

PURPOSE

The Negotiations Committee is tasked with negotiating the PMA Memorandum of Agreement (MOA) with the employer, Western University. More specifically, the Negotiations Committee negotiates with the University on salary, benefits, and conditions of work as they are related to remuneration for all PMA-eligible personnel.

GOVERNANCE

The Negotiations Committee reports to the Professional Managerial Association (PMA) Board of Directors.

MEETINGS

Committees shall meet at least once every six months. The number and schedule of meetings shall be determined by Committee Chair(s) except where other meeting schedules or requirements are laid down in the By-laws or in the resolution creating the committee.

All 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 at least 48 hours in advance.

MEMBERSHIP

- Chair
- Vice Chair (PMA President or Vice President)
- Members at large maximum 4 (must be dues paying PMA members)
 - PMA board members are permitted to serve on the Negotiations Committee

TERMS OF APPOINTMENT

1. Chair – 2 years sequentially
2. Vice Chair – 2 years sequentially



The Committee Chair typically appoints a member to serve as Vice-Chair, with the expectation that the Vice-Chair will subsequently assume the role of Chair unless otherwise approved by the PMA Board of Directors.

Terms of appointment of the Chair, Vice-Chair, and members at large of the Negotiations Committee may be flexible to align with the term of renewal of the MOA and to ensure continuity of Committee membership for subsequent MOA negotiations.

RESPONSIBILITIES

The Committee is responsible for:

- Conducting research and environmental scanning on issues relevant to collective negotiations and comparator organizations.
- Consulting and engaging PMA members to identify priorities and inform negotiation objectives.
- Designing, implementing, and analyzing member surveys and other feedback mechanisms to identify key areas of focus for the Memorandum of Agreement (MOA).
- Developing and drafting proposed terms and language for the MOA.
- Representing PMA in negotiations by meeting with University representatives and advocating for member interests.
- Negotiating in good faith to reach a tentative MOA with the University.
- Presenting the proposed MOA to PMA membership and supporting clear communication of its terms and implications.
- Coordinating and supporting the ratification process and communicating the outcome of the PMA vote to the University.
- Ensuring that member voices are represented fairly and equitably, maintaining objectivity, and working in the best interests of the full membership rather than individual interests.
- Maintaining confidentiality and professionalism throughout the negotiation process.