

## **Roles and Responsibilities Local 196 PRC Committee Member**



Elected for a 2 year term.

**Role:** To support Local 196 members in identifying, reporting and resolving issues that put, or has the potential to put, clients at risk. Work collaboratively with the management team on the PRC Committee to find creative solutions to mitigate identified concerns.

### **Responsibilities:**

- Attend 1/2 day committee orientation as provided by Local 196 (Locally funded).
- Attend a full day Provincial Workshop (Provincially funded).
- Attend monthly Joint PRC Committee meetings with the Employer. Currently held on the 3<sup>rd</sup> Wednesday of the month in the Local office boardroom from 1300-1600h.
- Attend prep meeting from 1200-1300h (on day of joint PRC committee meeting) to review files.
- Contact member(s) who have filed PRCs for clarification and to understand the issue and then be prepared to present and discuss at the Committee meeting. Once the Employer's response has been received, the UNA Committee member forwards the response to the member(s) to review and receive their feedback.
- Submit LOAs/expenses for the prep meeting, Joint PRC Committee meeting, and workload monthly as required. The one-hour prep meeting is locally funded; the Joint Committee meeting is paid by the employer and coded as A9B. Committee members are also locally funded an additional three hours/month for the work of the committee (paid via LOA or expensed).
- Submit monthly timesheet to [local196exec@una.ca](mailto:local196exec@una.ca).
- Committee members are encouraged to attend Local meetings.
- Attend/facilitate other training/learning opportunities as they become available.

December, 2019