

Roles and Responsibilities Local 196 Office Representative



As an Office Representative for Local 196, there are some duties that are requested of you by the Local 196 Executive, and they are as follows:

- It is a **requirement** that all Office Reps sign up for the **UNAnet** <https://www.una.ca/unanet>. This is the secure way the Local communicates with office reps and members. It is essential that union communication be kept private and cannot be shared on the Employer's email system. It is also an excellent way to keep informed provincially of what is happening regarding nursing concerns, negotiations, or opportunities to attend various events, conferences, and workshops. Additionally, office reps are encouraged to download the UNA app on their smart phone devices <https://www.una.ca/unanet/app>. Office reps are provincially funded to attend an office rep workshop "Engagement and Support". Registration is through DMS.
- **Membership maintenance** – Encourage new members to review the information on the Local 196 website www.local196una.ca and click the "FOLLOW" button. New membership applications are only required for Local 196 members that have not been a member in any other UNA local. Applications can be completed online by clicking on the "JOIN" tab on the UNA website www.una.ca. The member's name must show up on the Employer's list before the member will be able to access the "JOIN" tab to complete a new membership, this could take about a month. It is also important to inform the Local Executive of members who have left your office or the Local and transferred to another site. Please notify the Local Executive if any members are off on a Leave of Absence (LOA) of any type.
- **Communication** – As Office Reps you are the first point of contact between the members at your site and the Executive. You will need to create a contact list of your members personal emails to share any union information (not Employer email accounts). Advise members of any change to their personal contact information, should be updated by the member themselves. If they are unable to make the changes, advise them to connect with the Local executive. Office Reps shall distribute information such as notices of Local 196 meetings, education sessions and UNA material as shared by the Local. Office Reps to post updates to bulletin boards, where applicable at site(s).
- **Local meetings** – It is an expectation that Office Reps attend Local meetings and if not able to do so, please send an alternate, so the concerns of site/office members are brought forth in addition to gathering information to communicate to the members.
- **Member assistance** – Members may look to Office reps to address contract issues, if unable to address, please reach out to the Local executive. Office reps are to assist in directing members to online resources and to online forms such as PRC, OH&S or the ECECAF forms. It is not the expectation for Office reps to attend Employer meetings, the Local executive will attend as union representation.
- **Office votes** – When a provincial or local vote is held Office Reps are expected to assist the Executive with conducting the vote. The Local Executive will provide directives that are specific for these votes.