

GENERAL	FREQUENCY
Monitors and evaluates the effective and efficient running of all aspects of the Local.	Ongoing
Manages day-to-day operations of the Local Office.	Ongoing
Maintains, in conjunction with Local Secretary, all Local records such as Local Policy & Procedures; Bylaws; Office Rep Lists; Local Forms; etc.	As Needed
Manages, in conjunction with Local Treasurer, all financial affairs of the Local.	Ongoing
Delegates tasks and duties to members of Local Executive.	As Needed
Provides orientation to new Members, Executives, and Committee members.	As Needed
Attends, in conjunction with members of Local Executive, Meet & Greets with Local members.	As determined by Executive
COMMUNICATION	FREQUENCY
Checks UNAnet regularly for: emails and faxes, Union updates and documents, draws and activities.	Daily
Maintains communications with Labour Relations Officer, Office Reps, NCD Reps, Provincial Office, Local Executive and general membership as needed.	Ongoing
Notifies Local Secretary of any changes in Office Reps.	As needed
Maintains Local 196 Executive calendar.	Ongoing
COMMITTEES	FREQUENCY
Sits as ex-officio member on all Local Committees.	Ongoing
Sits on Board of Trustees for Edmonton Civic Employees Charitable Assistance Fund (ECECAF).	Monthly - Sept. to June
Attends Edmonton District Labour Council meetings and Affiliate Leadership meetings.	Monthly/As needed.

MEMBER REPRESENTATION	FREQUENCY
Represents Local members at the following meetings, including but not limited to: Grievance and Arbitrations; Return to Work (RTW); Duty to Accommodate (DTA); Investigation and Discipline; Workers Compensation Board (WCB); CRNA (if requested by LRO).	As needed
Maintains and reviews hard copy and electronic current member files related to above meetings.	Ongoing
MEETINGS	FREQUENCY
<b>Local General Meetings &amp; Local AGM</b>	
Prepares agenda with the Local Secretary; reviews and edits minutes from previous meeting in conjunction with the Local Executive.	Quarterly
Attends and chairs Local General meetings and Local AGM.	
Prepares and presents current Grievance and ECECAF reports to Local members.	
Assists Local Secretary to gather documents and supplies for meeting.	
Prepares and presents Annual President's report outlining the activities of the President and the running of the Local at Local AGM.	Annually
<b>Local Executive Meetings</b>	
Prepares agenda with the Local Secretary; reviews and edits minutes from previous meeting in conjunction with the Local Executive.	
Attends and chairs Local Executive meetings.	4 full days/yr & Evenings as Needed
Prepares and presents current Grievance and ECECAF reports to Local Executive.	

<b>North Central District (NCD) Meetings</b>	
Attends NCD meetings as voting delegate and presents Local issues.	Quarterly
<b>MEETINGS - Continued</b>	<b>FREQUENCY</b>
<b>Provincial Board Meetings</b>	
Attends Provincial Board meetings and presents Local issues.	Quarterly as schedule allows
<b>Provincial AGM</b>	
Attends Provincial AGM as a Voting Delegate.	Annually
Chairs AGM (Local) Prep and alternate meeting.	Annually
<b>Provincial Demand Setting Meetings</b>	
Attends Provincial Demand Setting meetings as a Voting Delegate.	
Chairs DSM (Local) Prep and alternate meeting.	

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<b>TIMELINES</b>
As per Negotiation timelines.
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GENERAL	FREQUENCY	TIMELINES
Provides orientation to new Members	As Needed	
Assist Local President with duties including, but not limited to: providing office and telephone coverage; responding to emails; attending meetings; and following up with members.	As Needed	
Attends, in conjunction with members of Local Executive, Meet & Greets with Local members.	As determined by Executive	
Assumes other duties as assigned by Local President.	As Needed	
COMMUNICATION	FREQUENCY	TIMELINES
Checks UNAnet regularly for: emails and faxes, Union updates and documents, draws and activities.	3-4 days/week	
Maintains communications with Provincial Office, Local Executive, and general membership as needed.	Ongoing	
Submits expenses to DMS	Biweekly/monthly	
COMMITTEES	FREQUENCY	TIMELINES
Chairs Local Occupational Health & Safety (OH&S) Committee.	Ongoing	
Liases with Provincial OH&S Officer as needed.	As needed	
Completes data entry of OH&S Reports/My Safety Net Reports into UNA's DMS along with OH&S committee members.	As Received	
Provides ongoing support and facilitates training to meet the learning needs of Local OH&S Committee members as well as the general membership.	Ongoing	
Facilitates the investigation of OH&S complaints as identified by Local members.	As Needed	
Represents Local on Joint Workplace Health & Safety (JWHS) Committees for the Edmonton Zone. May be elected as Co-Chair.	Monthly	

Attends ad-hoc meetings with Employer representatives to discuss and resolve specific OH&S issues arising at JWHSC Committee meetings.	As Needed	Determined by urgency.
<b>COMMITTEES - Continued</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
Participates in Provincial Quarterly JWHSC Co-chair Forum.	Quarterly	
Attends EDLC meetings as Local delegate	Monthly	
<b>MEMBER REPRESENTATION</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
In collaboration with and during absence of the Local President, represents Local members at the following meetings, including but not limited to: Grievance and Arbitrations; Return to Work (RTW); Duty to Accommodate (DTA); Investigation and Discipline;	As needed	
<b>MEETINGS</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
<b>Local General Meetings &amp; Local AGM</b>		
Reviews and edits minutes from previous meeting.	Quarterly	
Attends Local General meetings and Local AGM.		
Prepares and presents current 1st VP, OH&S, and EDLC reports to Local members.		
Prepares and presents 1st VP's report at Local AGM.	Quarterly	
<b>Local Executive Meetings</b>		



Reviews and edits minutes from previous meeting.	4 full days/yr & Evenings as Needed	
Attends Local Executive meetings.		
Prepares and presents current 1st VP, OH&S, and EDLC reports to Local		
<b>MEETINGS - Continued</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
<b>North Central District (NCD) Meetings</b>		
Attends NCD meetings.	As needed.	To be determined by
<b>Provincial Board Meetings</b>		
Attends Provincial Board meetings.	As needed.	To be determined by
<b>Provincial AGM</b>		
Attends Provincial AGM as a Voting Delegate.	Yearly	
<b>Provincial Demand Setting Meetings</b>		
Attends Provincial Demand Setting meetings as a Voting Delegate.		As per Negotiation timelines.

GENERAL	FREQUENCY
Provides orientation to new Members	As Needed
Assist Local President with duties including, but not limited to: providing office and telephone coverage, responding to emails, attending meetings, and following up with members.	As Needed
Attends, in conjunction with members of Local Executive, Meet & Greets with Local members.	As determined by Executive
Assumes other duties as assigned by Local President.	As Needed
COMMUNICATION	FREQUENCY
Checks UNAnet regularly for: emails and faxes, Union updates and documents, draws, and activities.	Daily to 3-4 times/week
Maintains communications with Provincial Office, Local Executive, and general membership as needed.	Ongoing
Submits expenses to DMS	Biweekly/Monthly
COMMITTEES	FREQUENCY
Co-Chairs Local Professional Responsibility Concerns (PRC) Committee Meeting. Chairs Local PRC prep meeting.	Monthly
Liases with Provincial PRC Officer as needed.	As needed
Provides ongoing support and facilitates training to meet the learning needs of Local PRC Committee members as well as the general membership.	Ongoing
Facilitates the investigation of PRC's as identified by Local members.	As Needed
Completes data entry of PRC's into UNA's DMS.	As Received
Organizes meetings, prepares agenda, reviews and edits minutes from previous meetings and distributes minutes amongst Committee members.	Monthly
MEMBER REPRESENTATION	FREQUENCY

In collaboration with and during absence of the Local President, represents Local members at the following meetings, including but not limited to: Grievance and Arbitrations; Return to Work (RTW); Duty to Accommodate (DTA); Investigation and Discipline; Workers Compensation Board (WCB).	As needed
<b>MEETINGS</b>	<b>FREQUENCY</b>
<b>Local General Meetings &amp; Local AGM</b>	
Reviews and edits minutes from previous meeting.	Quarterly
Attends Local General meetings and Local AGM.	
Prepares and presents current 2nd VP, PRC to Local members.	
Prepares and presents 2nd VP's report at Local Meeting.	Quarterly
<b>Local Executive Meetings</b>	
Reviews and edits minutes from previous meeting.	4 full days/yr & Evenings as Needed
Attends Local Executive meetings.	
Prepares and presents current 2nd VP and PRC reports to Local Executive.	
<b>North Central District (NCD) Meetings</b>	
Attends NCD meetings.	As needed
<b>Provincial Board Meetings</b>	
Attends Provincial Board meetings.	As needed
<b>Provincial AGM</b>	

Attends Provincial AGM as a Voting Delegate.	Yearly
<b>MEETINGS - <i>Continued</i></b>	<b>FREQUENCY</b>
<b>Provincial Demand Setting Meetings</b>	
Attends Provincial Demand Setting meetings as a Voting Delegate.	

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<b>TIMELINES</b>
As per Negotiation

GENERAL	FREQUENCY	TIMELINES
Manages, in conjunction with Local President, all financial affairs of the Local.	Ongoing	
Submits and approves account payables and receivables in DMS; reviews and approves expense claims and LOA's submitted by Local Exec and Committee members; reviews and maintains weekly and monthly financial reports from Centralized Accounting.	Twice monthly	
Prepares, in conjunction with Local President, Local's annual budget.	Yearly	Prior to Local AGM
Coordinating venue, catering, and A/V requirements for Local meetings.	Quarterly	
Assist Local President with duties including, but not limited to: providing office and telephone coverage; responding to emails; attending meetings; and following up with members.	As Needed	Reviewed at least once per year.
Attends, in conjunction with members of Local Executive, Meet & Greets with Local members at their respective sites.	As Schedule permits	
Assumes other duties as assigned by Local President.	As determined by Executive	
COMMUNICATION	FREQUENCY	TIMELINES
Checks UNAnet regularly for: emails and faxes; Union updates and documents; draws and activities.	Daily to 3-4 times/week	
Maintains financial communications with Centralized Accounting, Provincial Office, Executive, Committee members, and Funded Members for conferences/events/meetings.	Ongoing	
Track ballots/draws/winners for locally funded Board/NCD meetings, conferences, and honourariums.	Quarterly	
Submits expenses to DMS	Biweekly/Monthly	



COMMITTEES	FREQUENCY	TIMELINES
Chairs Local Education Committee and communicates with Education Committee via Education email	Ongoing	
Organizes Local Education Committee meetings.	As Needed	
Provides ongoing support and facilitates training to meet the learning needs of Local Education Committee members.	Ongoing	
Plans and coordinates venue, speakers and catering for Education events.	As needed	
Communicates and provides support to Local Executive and Committee members on the	As needed	
Create, maintain education funding application form. Reviews requests for education funding and manages approval and transfer of funds.	As Needed	
MEMBER REPRESENTATION	FREQUENCY	TIMELINES
In collaboration with and during absence of the Local President, represents Local members at the following meetings, including but not limited to: Grievance and Arbitrations; Return to Work (RTW); Duty to Accommodate (DTA); Investigation and Discipline; Workers Compensation Board (WCB).	As needed	
MEETINGS	FREQUENCY	TIMELINES
<b>Local General Meetings &amp; Local AGM</b>		
Reviews and edits minutes from previous meeting.	Quarterly	
Attends Local General meetings and Local AGM.		
Prepares and presents current Treasurer and Education Committee reports to Local members.		
Presents Annual Treasurer's Report, including Local Annual Budget and Local EITF budget at Local AGM.	Yearly	

MEETINGS - <i>Continued</i>	FREQUENCY	TIMELINES
<b>Local Executive Meetings</b>		
Reviews and edits minutes from previous meeting.	4 full days/yr & Evenings as Needed	
Attends Local Executive meetings.		
Prepares and presents current Treasurer and Committee reports to Local Exec.		
<b>North Central District (NCD) Meetings</b>		
Attends NCD meetings.	As needed	Determined by Exec.
<b>Provincial Board Meetings</b>		
Attends Provincial Board meetings.	As needed	Determined by Exec.
<b>Provincial AGM</b>		
Attends Provincial AGM as a Voting Delegate.	Yearly	
<b>Provincial Demand Setting Meetings</b>		
Attends Provincial Demand Setting meetings as a Voting Delegate.		As per Negotiation

GENERAL	FREQUENCY	TIMELINES
Updates Office Rep Information List regularly to include: Office Rep names, site addresses, phone numbers, and email addresses including changes in DMS.	Ongoing	Contacts each Office Rep via email.
Maintains and updates electronic versions of relevant forms and documents in the 196 Executive email	As Needed	Reviewed at least once per year.
Manages membership changes by cross-referencing Provincial change reports and reviews monthly mailout from Membership Services that includes duespayer proofing lists, cancellations pending list, employee local change report.	Monthly	
Assist Local President with duties including, but not limited to: providing office and telephone coverage, filing, responding to emails, attending meetings, and following up with members.	As Needed	
Organizes and attends, in conjunction with members of Local Executive, Meet & Greets with Local members.	As determined by Executive	
Assumes other duties as assigned by Local President.	As Needed	
COMMUNICATION	FREQUENCY	TIMELINES
Manages Local's web presence including, but not limited to: Local website, Facebook and Instagram	Ongoing	
Communicates via email to Office Reps and sends out Local meeting Posters, Meeting Minutes, Local Meeting Reports, Posters for Education Dinners, information re: upcoming Provincial and Local draws, and other information as determined by the Local Executive.	Ongoing	
Maintains and organizes emails to Office Reps into Rep Communication folder on 196 Executive Conference in conjunction with Local President.	Ongoing	
Provides Office Reps with Seniority List by site.	As Needed	Twice yearly - Jun. & Dec.

Checks UNAnet regularly for: emails and faxes, Union updates and documents, draws and activities.	Daily to 3-4 times/week	
Maintains communications with Provincial Office, Local Executive, and general membership as needed.	Ongoing	
Submits expenses to DMS	Monthly	
Enter ballots/forms for locally funded draws in DMS.	June meeting/Post Conference/NCD/Board Draws and honourarium	
Creates DMS events and posters for Local meetings.	As needed	
Creates posters for Education events.	As needed	
<b>COMMITTEES</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
Chairs Local Advocacy and Engagement Committee	Ongoing	
Organizes Local A&E Committee meetings and events	Monthly	
Chairs Local Communication Committee	Ongoing	
Coordinates Local Communication Committee meetings, plans Local e-newsletter, distributes Local e-newsletter.	Monthly	
<b>MEMBER REPRESENTATION</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
In collaboration with and during absence of the Local President, represents Local members at the following meetings, including but not limited to: Grievance and Arbitrations; Return to Work (RTW); Duty to Accommodate (DTA); Investigation and Discipline; Workers Compensation Board (WCB).	As needed	
<b>MEETINGS</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>

<b>Local General Meetings &amp; Local AGM</b>		
Reviews minutes from previous meeting to compile agenda items for upcoming meeting.	Quarterly	Completed minutes to be sent to general membership, via Office Rep, within 2 weeks of Local meeting.
Attends Local General meetings and AGM and records minutes; files minutes, reports and other relevant documents in Local Executive Conference meeting minutes folder; sends minutes, reports and other relevant documents to Office		
Prepares relevant documents: sends agenda template to Local President; completes photocopying; etc.		
<b>Local Executive Meetings</b>		
Reviews minutes from previous meeting to compile agenda items for upcoming meeting.	4 full days/yr & Evenings as Needed	Minutes completed and sent to Executive Conference no later than 2 weeks following
Attends Local Executive meetings and records minutes. Files minutes, reports and other relevant documents in Local Executive Conference meeting minutes folder.		
Prepares relevant documents: sends agenda template to Local President; completes photocopying; etc.		
<b>North Central District (NCD) Meetings</b>		
Attends NCD meetings.	As needed	Determined by Exec.
<b>MEETINGS - Continued</b>	<b>FREQUENCY</b>	<b>TIMELINES</b>
<b>Provincial Board Meetings</b>		
Attends Provincial Board meetings.	As needed	Determined by Exec.
<b>Provincial AGM</b>		

Attends Provincial AGM as a Voting Delegate.	Yearly	
<b>Provincial Demand Setting Meetings</b>		
Attends Provincial Demand Setting meetings as a Voting Delegate.		As per Negotiation timelines