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 conjuction 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 JWHS Committee meetings.	As Needed	Determined by urgency.

COMMITTEES - *Continued*	**FREQUENCY**	**TIMELINES**
Participates in Provincial Quarterly JWHSC Co-chair Forum.	Quarterly	
Attends EDLC meetings as Local delegate	Monthly	

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;	As needed	

MEETINGS	**FREQUENCY**	**TIMELINES**
Local General Meetings & Local AGM		
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		
Prepares and presents 1st VP's report at Local AGM.	Quarterly	

Local Executive Meetings		
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		
MEETINGS - *Continued*	**FREQUENCY**	**TIMELINES**
North Central District (NCD) Meetings		
Attends NCD meetings.	As needed.	To be determined by
Provincial Board Meetings		
Attends Provincial Board meetings.	As needed.	To be determined by
Provincial AGM		
Attends Provincial AGM as a Voting Delegate.	Yearly	
Provincial Demand Setting Meetings		
Attends Provincial Demand Setting meetings as a Voting Delegate.		As per Negotiation timelines.