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.	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**	**TIMELINES**
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	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
Local General Meetings & Local AGM		
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	
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 2nd VP and PRC reports to Local Executive.		
North Central District (NCD) Meetings		
Attends NCD meetings.	As needed	Determined by Exec.
Provincial Board Meetings		
Attends Provincial Board meetings.	As needed	Determined by Exec.
Provincial AGM		

Attends Provincial AGM as a Voting Delegate.	Yearly	

MEETINGS - *Continued*	**FREQUENCY**	**TIMELINES**
Provincial Demand Setting Meetings		
Attends Provincial Demand Setting meetings as a Voting Delegate.		As per Negotiation