

# BARGAINING UNIT PRESIDENT

## PURPOSE:

The main duties of the Bargaining Unit President are: to coordinate and facilitate the functioning of the Bargaining Unit within the Constitution and ONA policies; to mentor and coach Bargaining Unit Representatives who are doing the work of the Bargaining Unit; and to ensure there is effective communication throughout the Bargaining Unit, Local and all levels of the organization.

## ACCOUNTABILITIES:

### TIER 1 ACCOUNTABILITIES

1. **Provide leadership at the Bargaining Unit level and act as a resource to all Bargaining Unit Representatives.**
  - According to the Constitutional timelines for the Provincial Coordinators Meeting (PCM)/Area Coordinators Conference (ACC), pick Bargaining Unit/Local meeting dates for entire year – Bargaining Unit leadership team → Local Executive → ACC → PCM → Board of Directors.
  - Hold a minimum of two Bargaining Unit meetings per year.
  - Post names of Bargaining Unit leadership team and contact information at all sites/units/locations as able.
  - Act as coach and mentor to your Bargaining Unit leadership team.
  - Know where to get information, i.e. Service Delivery Manual, Policy Manual, ONA Constitution and collective agreement, Labour Relations Officer (LRO).
  - Ensures that ONA and the Local Executive is updated on changes to the bargaining unit leadership team including contact information.
2. **Ensure processes are in place to ensure the administration/enforcement of the collective agreement and human resources plans by members and employers.**
  - Know the central (if applicable) and Local collective agreements, arrange for distribution to members so they have a copy of current collective agreement (central and Local).
  - Review provincial labour relations directives and incorporate into committee agendas where applicable.
  - Direct members to ONA website.
  - Notify LRO of any changes to employer practices or policies.

- Develop a communication loop with all unit reps and all committee members i.e. one-on-one, e-scan, e-mail, fax, Bargaining Unit meetings. Bargaining Unit Leadership to develop what the role of the representatives and committee members is regarding communications.
- Routinely communicate with LRO – have facts, review issues, get direction and develop next steps and timelines.
- Utilize Hospital-Association Committee (HAC)/Labour- Management/Nurse Management liaisons to highlight issues.
- Set agenda (and/or assist committee chairs) – based on issues from members/leaders.
- Set meeting dates for all committees for the year if possible.
- Communicate with employer managers, human resources, identify potential problems – know the employer’s position.
- If you are a new Bargaining Unit President, you may want your LRO present at some meetings.

**3. Delegate work to the appropriate person and encourage others to do the same. Monitor work of the committees and representatives of the Bargaining Unit.**

- Ensure committees are in place and reps are aware of job description and accountabilities – provide to them
- Elect or appoint as necessary as per Constitution and Collective Agreement.
- Refer to ONA election guidelines and local policy
- Act as coach and mentor – Collective Agreement, Constitution, Service Delivery Manual.

**4. Ensure processes are in place to actively seek feedback and incorporate that information into the decision-making process at the Bargaining Unit and Local level.**

- Collect/collate information from Bargaining Unit team → create an intake log → create action plan to address issues (utilize report backs; e-scans from → site reps; committee reps (as per policy); Occupational Health & Safety; Labour-Management; Human Rights & Equity; Professional Development and others).
- Utilize report backs from all sources to develop strategies (in conjunction with bargaining leadership team and LRO) to address issues, e.g. what committee should you refer the issue to, the timelines for resolution of the issue (urgent, ongoing, etc).

5. **Liaise with committee chairs of the Bargaining Unit committees and Bargaining Unit Representatives to assess membership's needs and to communicate those needs to the Local executive.**
  - Bargaining Unit President should be kept up to date on the work of the Bargaining Unit, including all committees.
  - Report back by e-scan to the Local Executive on Bargaining Unit work/issues/concerns.
  - Ensure minutes are kept for all committee meetings (see ONA Guide to Minutes, Motions and Meticulous Meetings).
  
6. **On-going liaison with the District Service Teams.**
  - Set-up regular contact with LRO → monthly or as required (schedule annual calendar) → send copies of HAC minutes → health & safety minutes → professional responsibility summary → professional responsibility workload reporting process and to staff prime where applicable.
  
7. **Ensure timely effective dissemination of provincial and Local information and initiatives throughout the Bargaining Unit and provide feedback to the Local Executive team.**
  - One-on-one with members, Bargaining Unit leadership team and Local Executive.
  - E-mail, fax, e-scan, newsletters.
  - Ensure current info is on ONA bulletin boards, e.g. delegate this role.
  - Be conscious of different celebratory weeks and access ONA website for info.
  
8. **Serves as chair of Bargaining Unit committees as outlined in the constitution.**
  - Review constitution and collective agreement requirements.
  
9. **Ensure processes are in place for the effective dissemination of information and learnings through out the Bargaining Unit, locally and provincially.**
  - Identify Bargaining Unit educational needs → Local Executive – prioritize education required.
  - Ensure registration forms for education are submitted after approval.
  - Disseminate by posting, e-mail, fax, newsletter, etc., provincial, Local and Bargaining Unit information to leaders and members as appropriate.

10. **Ensure the Constitution and ONA policies are adhered to at the Bargaining Unit level and that the Bargaining Unit operates within the policies set by the Local.**
- Review Local policies yearly, prior to budget to ensure complies with constitution.
  - Utilize Board of Directors' expertise for policies and budget preparation.
  - Take policies to Bargaining Unit meeting for review.
  - Adheres to local budget when spending monies.
11. **Ensure Bargaining Unit Representatives comply with the Bargaining Unit accountabilities outlined within the Service Delivery Guidelines as it relates to contract administration, WSIB, education, long-term disability, modified work, occupational health and safety, Labour Board proceedings and professional responsibility complaints.**
- Identify learning needs and attend identified workshops (based on Local priorities).
  - Liaise with Local Coordinator; advocate on behalf of Bargaining Unit members to meet educational needs.
  - Support, mentor Bargaining Unit leadership team to assist them in fulfilling their accountabilities.
12. **Ensure there is a process in place for orientation of new members.**
- Get info from the employer re: new hires and orientation dates.
  - Attend orientation/designate (i.e. sign cards, welcome video, give Bargaining Unit leadership contact info, distribute collective agreements as applicable).
  - If the member does not attend, designate a representative to follow up.
  - Send/designate all membership info to ONA Head Office.
13. **Ensure processes are implemented for the collection, receipt and sharing of Bargaining Unit membership information, and that these processes are in compliance with ONA's privacy policy.**
- Ensure membership information records/member entitlement status is updated and amendments provided to ONA provincial office as per Local practice.
  - Ensure membership information is placed in secure location (locked office/file).
  - Shred all info no longer needed or is expired, and all info as determined by provincial and/or local policy.
  - Identify who is responsible to maintain, keep and store info as per ONA's privacy policy (i.e. Grievance Chair, Occupational Health & Safety, HAC, etc.)

- Coach and mentor all reps around ONA's policies and procedures (i.e. provide copies, answer questions) relevant to their portfolios. Provide the "section" of the Service Delivery Guidelines relevant to their area of responsibility → hard copy → refer to web site.
  - Ensure electronic records/documents are protected as per ONA policy.
- 14. Ensures the Treasurer has a current copy of each Bargaining Unit collective agreement.**
- Provide collective agreement to Treasurer (hard copy, e-mail electronic); inform how to access via web.

**TIER 2 ACCOUNTABILITIES**

- 15. Liaise with the Treasurer to ensure monthly review of the Dues Remittance Report (DRR).**
- Have a process in place to identify with the employer the accuracy of the DRR, i.e., meet with the employer, utilize site reps, e-mails, check with members, etc., and report to the Executive.

**Reference Materials (Contact your Regional Vice-President for assistance in locating):**

ONA Constitution and Statement of Beliefs [ONA website » Publications & Forms » Booklets, Guides & Manuals]	Job Action Manual [ONA website » Executive Members » Forms & Reference Documents]
Service Delivery Manual/Service Delivery Guidelines [ONA website » Executive Members » Forms & Reference Documents]	<i>Hospital Labour Disputes Arbitration Act (HLDAA)</i> [e-laws.gov.on.ca]
ONA Policy Manual [ONA website » Publications & Forms » Booklets, Guides & Manuals]	Collective Agreements [ONA website » ONA Members » various sector pages]
Human Rights and Equity: A Guide for ONA Members [ONA website » Publications & Forms » Booklets, Guides & Manuals]	A Guide to the Labour-Management Committee [Available through the ONA mailroom]