

# LOCAL COORDINATOR

## PURPOSE:

To coordinate and facilitate the functioning of the Local within the ONA Constitution and policies, and ensure there is effective communication throughout the Local and all levels of the organization.

To act as a resource on governance issues and provide advice regarding the appropriate District Service Team resources for information related to labour relations issues; serve as the link between the broader membership and the ONA Board of Directors.

## ACCOUNTABILITIES:

### TIER 1 ACCOUNTABILITIES

1. **Attend meetings as the voice for all members of the Local or send alternate.**
  - Attend ACCs, PCMs and Biennial Conventions, and act as voting delegate as appropriate.
  - Hold meetings of Executive and Local as per the ONA Constitution.
  - As per the ONA Constitution, attend a minimum of one meeting of each Bargaining Unit in the Local per term of office, and additional meetings of the Bargaining Units as may be necessary.
2. **Ensure elections are held in accordance with the ONA Constitution and the Guide to Election Process at the Local and Bargaining Unit Levels.**
  - Ensures that the Executive booklet is updated and returned to ONA in a timely manner on an annual basis.
3. **Ensure processes are in place for the effective dissemination of information and learnings through out the organization, locally and provincially.**
  - Develop e-mail/contact lists for Bargaining Unit Reps.
  - Keep up-to-date with ONA communications, including e-mail, voicemail, and regular mail, and disseminate info to appropriate leaders.
4. **Ensure processes are in place to actively seek feedback and incorporate that information into the decision-making process at the Local level, and are in keeping with Service Delivery Guidelines.**
  - Request Bargaining Unit e-scan from Bargaining Unit Presidents and incorporate into Local e-scan report back for ACC.
  - Provide opportunity for report back of Bargaining Unit issues at each Local Executive meeting.

**5. Establish processes to ensure interactive communication between the Local Coordinator and Local Executive on Local activities and functioning.**

- Communication on Local activity, i.e. using web, fax, e-mail, phone calls, voice-mail, postings, newsletter, etc.
- Set up yearly timetables.
- Set Local Executive Meetings for calendar year.

**6. Ensure all Bargaining Units within the Local have input into the strategic planning process, including education for their members.**

- Utilize (provide) education template to Executive to bring to budget meeting so priority education needs are identified.
- Submit Local education plan to provincial office. Local Executive to determine who will attend ACC/PCM/Biennial Convention with Local Coordinator. At all Executive meetings, ask Executive to bring information on upcoming negotiations, arbitrations, grievances so budget can be planned.
- Review budget actuals vs. budget and current activity.

**7. To have a comprehensive understanding of ONA's Constitution.**

- Ensure ONA Constitution and polices are followed/enacted.
- Keep ONA Constitution for reference when setting meetings, elections etc.
- Use Board member as resource to clarify questions.

**8. Ensure there is ongoing communication with the regional Vice-President and the First Vice-Coordinator of the Local on any issues and concerns within the Local.**

- Provide e-scan to Board member two weeks ahead of ACC. Copy the Vice-Coordinator on any issue.  
\* Notify Executive when away and who to contact, i.e. Vice-Coordinator.

**TIER 2 ACCOUNTABILITIES**

**9. Ensure work is delegated to the appropriate person(s).**

- At the beginning of each year, review and assign portfolio assignments to each member of Executive, i.e. what their roles are.

**10. Ensure all reports generated from ONA's Toronto office are reviewed and disseminated, and any updates are provided as required (e.g. MIR, Executive Listings).**

- Distribute MIR, Executive Booklet, DDR at Executive Meetings.

\*January, have Executive review information in Executive Booklet – process any changes → send to ONA (update) even if no change.

### **TIER 3 ACCOUNTABILITIES**

- 11. Ensure processes are developed and implemented for the collection, receipt and sharing of Local and membership information, and that these processes are in compliance with ONA's privacy policy.**
- Information on members used for ONA business.
  - Review Local policy and comply with ONA privacy policy.
  - No member information in memos or newsletters.