

SITE REPRESENTATIVE AND/OR VICE-PRESIDENT

Where Site Representatives exist under the ONA Constitution.

PURPOSE:

The Site Representative is a member of the Bargaining Unit leadership team and as such is one of the “first contacts” for members. The Site Representative is the “face of ONA and the eyes and ears” on Union matters at the employer site. The Site Representative holds a pivotal role within the Bargaining Unit leadership team, and assists in ensuring that information/collective agreement violations are reported to the Bargaining Unit leadership team, and that information follows back to members at the employer site to keep them updated on the status of Union matters.

The Vice-President’s role and duties will vary in accordance with Local policies.

ACCOUNTABILITIES:

TIER 1 ACCOUNTABILITIES

1. **Accountabilities, duties and responsibilities are as defined by the Local Executive/Local Policy or Bargaining Unit leadership team as appropriate.**
 - Have a working knowledge of the ONA Constitution.
 - Have knowledge of all Local policies.
 - Attend meetings; Local executive meetings, Local meetings, Bargaining Unit meetings.
 - Update and maintain unit binders.
 - Obtain e-scans from unit representatives.
 - Triage questions to appropriate Executive member, ensure responses get back to members.
 - Recruit new Unit Representatives.
 - May be intake for grievances (may be a member of the Grievance Committee).
 - Participate in committees as defined by Local policy or Bargaining Unit Leadership Team (Nursing Week, orientation, Unit Rep meetings, education, benefits, scheduling, professional responsibility, human rights and equity, political action, return to work, etc.)
 - Assist with the maintenance of membership information; review site Membership Information Report (MIR) for change of address/member status information; notify Secretary of new members.
 - Attend meetings with management as determined by the Bargaining Unit President.

2. Members are aware of the role of the Site Rep and/or Vice-President.

- Be a resource for members and Unit Representatives.
- Provide contact numbers and availability schedule.

3. Effective communication process is established in the Bargaining Unit to disseminate information to the Bargaining Unit leadership and membership.

- Ensure all relevant information is posted in the workplace; update and maintain ONA bulletin boards; utilize electronic postings via e-mail (using the employers system if permitted being cognizant of sensitive and/or confidential material); prepare site reports for the Local Executive meetings and other listed meetings.
- Post notices as needed, meetings, ratification votes, elections etc.
- Gather information from units and advance as needed (Bargaining Unit President → Local Coordinator → ACC → PCM → Board of Directors → Local Coordinator → Bargaining Unit President → Bargaining Unit Leadership Team).

4. All issues brought to the Bargaining Unit have the human rights and equity perspective applied.

- Act as a representative for members on human rights and equity issues as determined, meeting with the employer on harassment issues, member-to-member issues, etc.

TIER 2 ACCOUNTABILITIES

5. A process is in place, through the Local Executive, for the representative to identify their learning needs.

- Identify learning needs and incorporate into learning needs assessment for Local Executive.

TIER 3 ACCOUNTABILITIES

6. Payment in accordance with the Local issues collective agreement.

- Be aware of rights under the collective agreement.

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

<p>ONA Constitution and Statement of Beliefs [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p>	<p>Human Rights and Equity: A Guide for ONA Members [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p>
<p>Service Delivery Manual/Service Delivery Guidelines [ONA website » Executive Members » Forms & Reference Documents]</p>	
<p>ONA Policy Manual [ONA website » Publications & Forms » Booklets, Guides & Manuals]</p>	
<p>Collective Agreements [ONA website » ONA Members » various sector pages]</p>	