

Policy and Procedures of United Nurses of Alberta Local 115

2010

Policy and Procedures of United Nurses of Alberta Local 115 have been adopted with reference to the United Nurses of Alberta Constitution and Bylaws 15.03 (a)

Goals and Objectives

1. *Support, inform and advocate for our members.*

- a) Establish accessibility to our members by maintaining a communication pathway between members and local executive.
- b) Support our member's rights.
- c) Encourage our members to be informed of their rights under the collective agreement.

2. *Promote union involvement*

- a) Provide opportunities for our members to attend UNA and affiliated labor related events.
- b) Provide information and encourage participation in political activities.

3. *Communication with management*

- a) Inform, educate and encourage our members to take a proactive approach to problems with management.
- b) Encourage management to contact the local executive for contract interpretation.
- c) To develop strategies fostering a professional relationship between the union and management for problem solving.

4. *Ensure accurate up-to-date information conveyed to members*

- a) Hold local meetings at least eight times per year. An annual general meeting shall be held each year in the month of December.
- b) Executive to attend and disseminate information to the members as to the business of the South Central District and Executive Board meetings.
- c) Post a local newsletter at least bi-monthly
- d) To encourage development and utilization of social networking communication.
- e) To maintain a current ward representative list.

Executive

The affairs of the chartered local shall be administered by an executive, which shall be composed of the following:

- a) President
- b) Vice president
- c) Secretary
- d) Treasurer

The executive shall be elected at the AGM.

The term office will be two years with alternate executive elected at the annual general meeting.

- a) Even years – president and treasurer
- b) Odd years – vice president and secretary

The term of office shall commence upon adjournment of the local AGM.

The executive shall meet monthly and the expectation is for all to attend.

The duties of the executive shall be as set out in the United Nurses of Alberta Constitution and Bylaws.

Executive members shall constitute the local grievance committee.

Membership duties form part of the executive secretary's duties.

Committees

The executive shall determine composition of the Professional Responsibility Committee (PRC) and the Occupational Health and Safety Committee (OH&S)

Committee members at large will be elected at the annual general meeting.

Committee members will be elected for a two-year term.

Ward Representative

Shall provide an important communication link between the executive and the members of the unit.

Shall encourage and recruit for the local any nursing staff eligible for UNA membership.

Shall sign up for and utilize UNANet.

Shall encourage all nursing staff members to sign up for and utilize UNANet.

Ward representatives to sign membership application cards on behalf of the United Nurses of Alberta.

There shall be no limit to the number of ward representatives on any unit.

Shall maintain the unit information binder

Unit Information Manual

A unit information binder shall be maintained on each unit.

The unit information binder to contain:

- Current list of the executive with contact information
- Joint Communication Updates
- Spotlights and OH&S alerts
- Membership application cards
- Copies of PRC and OH&S forms

Other

As per the provincial bylaws, all delegates/observers to the provincial UNA meetings must be elected at a local meeting. Executive members shall have priority before determination of number of positions to be elected.

All local delegates/observers being funded, either Provincially or Locally to attend UNA provincial meetings must attend local pre-meetings.

Funding as a representative of local 115 for non-UNA conferences and labor related events shall be determined as follows:

- Member must have attended three local meetings within the twelve months prior to submission timelines
- Member's meeting this criteria will have preference for the draw
- If there are insufficient qualifying members, then non-qualifying members may have their names entered into the draw for the remaining positions.