SEPTEMBER 2026

Policies and Procedures Manual

Committees

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UNA

United Nurses of Alberta

Affiliate Boards/Committees

REFERENCE: DATE OF ORIGIN: JUNE 2023 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2023 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

UNA members may attend affiliate boards, committees and caucuses as per affiliate policies and bylaws. See Funding #10 "Expenses".

1.0 Elected Affiliate Equity Caucus Positions

UNA members in good standing who self-identify and are elected at an affiliate equity caucus as the representative to the affiliate's executive council shall be funded by UNA as per Funding #10 during their elected term to attend meetings for which their presence is required for the purposes of quorum, or such meetings as authorized by the Executive Officers.

Caucus representatives funded by UNA shall submit a written report to each UNA executive board meeting.

2.0. Appointed Affiliate Committee or Board Positions - See Flowchart 1

UNA reserves the right to appoint its representatives to committees or boards of affiliated or allied organizations as deemed necessary by the executive board.

2.1 Executive Board Members

Members of the UNA executive board receive right of first refusal when appointments to affiliate boards and committees are made. Executive board members will be asked to express interest in filling such positions as vacancies arise. Should more executive board members express interest than there are vacancies, the executive board will vote to elect the UNA representative(s) and/or alternates to the position(s).

Appointees shall be entitled to funding as per Funding #10 to attend meetings for which their presence is required for the purposes of quorum, or such meetings as authorized by the Executive Officers They will be entitled to remain on the affiliate board or committee for the duration of their UNA executive board term (maximum of two years between requests for expressions of interest) or the length of term as determined by the affiliate, whichever is shorter. There is no limit to the number of terms that can be served. Appointees shall submit a written report to each UNA executive board meeting.

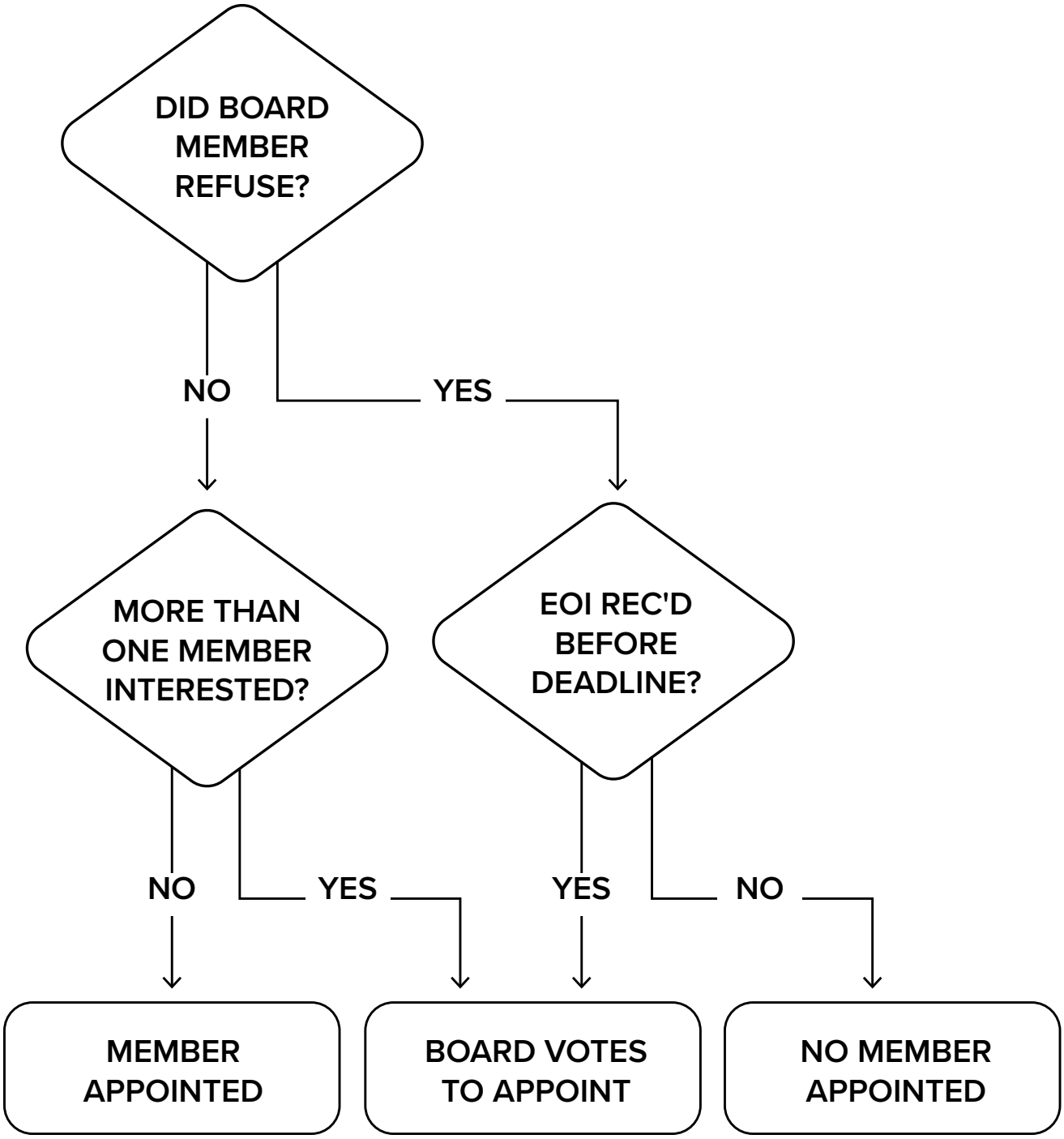
2.2 UNA Members

Where no executive board member opts or is eligible to fill such positions the executive board may post available positions on UNANet as they arise to be filled by UNA members in good standing. Members may submit a written expression of interest to the executive board by the deadline stated in the notice. Should more members express interest than there are vacancies, the executive board will vote to elect the UNA representative(s) and/or alternates to the position(s). If no expressions of interest are received by the deadline the position will remain vacant until such time as the executive board decides to re-initiate the appointment process.

Appointees shall be entitled to funding as per Funding #10 to attend meetings for which their presence is required for the purposes of quorum, or such meetings as authorized by the Executive Officers. They

will be entitled to remain on the affiliate board or committee for the length of term as determined by the affiliate, after which time the position will be re-offered to UNA executive board members on a right of first refusal basis. There is no limit to the number of terms that can be served. The appointed representative shall submit a written report to each UNA executive board meeting.

Flowchart 1 - Committee/Board Positions



Non-Board Members

REFERENCE: DATE OF ORIGIN: FEBRUARY 1987 LAST AMENDED: EXECUTIVE BOARD MEETING - FEBRUARY 1987 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Where non-Board Member(s) indicates the desire to sit on a Board outside of UNA (e.g. Friends of Medicare, AFL Occupational Health & Safety Committee), and where the Board recognizes the expertise these non-members may have in this area, the Board may appoint non-members of the Board as UNA's representatives on these Boards.

Where non-Board Member(s) indicates the desire to sit on committees of the Board, and where the Board recognizes the expertise these non-members may have in this particular area, the Board may appoint such members as members to a Board Committee.

Executive Board Committees - General

REFERENCE: DATE OF ORIGIN: NOVEMBER 2015 LAST AMENDED: EXECUTIVE BOARD MEETING - NOVEMBER 2015 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Executive Board Committees

1. If the former Chairperson is not re-elected to the Executive Board, the remaining Members elect an interim Chairperson to act until the new Committees are formed. The Executive Officer assigned to each Committee shall ensure the interim Chairperson is elected.
2. The existing Standing Committees of the Board shall continue until the first Executive Board meeting following the Annual General Meeting.
3. When items of business are referred to more than one Executive Board Committee, the Board Member making the referral shall identify the portion of the referral to be dealt with by each of the Committees.
4. All Standing Committees shall report to the Executive Board.

Executive Board Committee Recommendations

Recommendations which are to be presented by Committees of the Board to the Annual General Meeting shall be first presented to the June Board for discussion.

Standing Committees – Advocacy and Engagement

REFERENCE: DATE OF ORIGIN: DECEMBER 2014 LAST AMENDED: EXECUTIVE BOARD MEETING - NOVEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Terms of Reference

1. A Chairperson, Vice-chairperson and Secretary shall be elected at the first board meeting following the AGM.
2. Review the Terms of Reference, Long and Short-Term Goals annually at the first board meeting following the AGM.
3. Utilize formal and informal mechanisms for identifying issues and concerns of Locals and Members including education workshop evaluations report, evaluation report from meetings of the UNA, input from District Meetings and Equity groups.
4. Support communications between all members of UNA using a variety of Tools.
5. Work in conjunction with other committees, to promote the objectives of UNA and to support interest groups and/or affiliates.
6. Monitor and assess the trends in the political environment at all levels of government. Promote the information being distributed to the membership.
7. The committee works within the non-partisan mandate of UNA, but critiques the positions of all political parties on issues of concern to the UNA.
8. Monitors legislation that affects the lives of UNA members and makes recommendation for action to the Executive Board.
9. Communicate and collaborate with UNA caucuses and specialty interest groups.

Roles and Responsibilities

Chair

- Shall act as Chair at all meetings of the Advocacy & Engagement Committee.
- Shall represent the Committee as part of the Steering Committee.
- Shall provide communication between members of the Committee.

Vice-Chair

- Carry out duties as assigned by the Chair and act in lieu of the Chair when the Chair is absent.

Recorder/Secretary

- Shall keep records of the meetings.
- Shall carry out duties as assigned by the Chair.

Long-Term Goals

1. Support the districts and Locals ability to provide UNA education to their members.
2. Promote the education of all members on the principles of unionism, collective bargaining and other relevant issues inclusive of:
    a. OH&S
    b. Psychological Health and Safety
    c. PRC
    d. Safe Staffing
    e. Professional practice
    f. Health Care
    g. Technological changes
    h. Effective lobbying/taking action
    i. Environment
    j. Income security
    k. Pension
    l. WCB
    m. Equity, Diversity, Inclusion and Belonging
    n. Physical and Psychological Wellness
    o. Truth and Reconciliation
3. Increase the portion of the membership that have and use effective lobbying skills, and encourage members to foster and maintain relationships with their elected officials.
4. Promote awareness of the broader labour movement and UNA's role.

Short-Term Goals

1. Promote strategies to increase member engagement in UNA.
2. Promote awareness of the implications of health care restructuring for both UNA members and the public.
3. Monitor and evaluate changes to regulatory bodies, and associations and legislation that affect our members.
4. Promote awareness of defined benefit pension plans and the issues pertaining to LAPP and CPP.
5. Advocate for safe and healthy workplaces.
6. Identify tools and processes that support safe staffing, inclusive of new to practice individuals.
7. Promote the use of the PRC process to advocate for safe staffing.
8. Identify and promote opportunities for members to engage in political action.
9. Assign a liaison from the A&E committee to the caucuses and special interest groups.

10. Identify opportunities to engage with nursing students to promote UNA, unionism and the labour movement.
11. Encourage participation in District Labour Councils.
12. Encourage locals to share “community” engagement activities.
13. Promote education and actions related to Truth and Reconciliation

Standing Committees - Finance

REFERENCE: DATE OF ORIGIN: SEPTEMBER 1977 LAST AMENDED: EXECUTIVE BOARD MEETING - NOVEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Objective

The Finance Committee determines the financial requirement for budget programs, and is responsible for developing an operating budget for approval by the Executive Board and the Annual Meeting. The proposed budget shall be based upon meeting the financial obligation of the organization and the following objectives:

a. Ensure sufficient funds are available to enable the negotiations of improved contracts for the members.

b. Ensure sufficient funds are available to enable the members to maintain the provisions of their contract.

c. Ensure sufficient funds are available to run the affairs of UNA.

Roles and Responsibilities

1. The Secretary Treasurer shall be Chair of the Finance Committee
2. A Vice-Chair shall be elected.
3. A Recording Secretary shall be elected.

Secretary Treasurer

- Shall act as Chair at all meetings of the Finance Committee.
- Shall provide active communication between members of Committee.
- Shall provide assistance to all committees for information regarding the cost implications related to the committee activities and further shall assist the Legislative Committee with cost implications related to Policy Resolutions and Constitutional Amendments.

Vice-Chair

- Shall carry out duties as assigned by Chair and act in lieu of Chair when Chair is absent.
- Shall represent Committee as part of the Steering Committee.

Secretary

- Shall keep record of all meetings.
- Shall carry out duties as assigned by Chair.

General Responsibilities

1. Review the Terms of Reference, Long and Short-Term Goals annually.
2. Monitors the financial status of the organization throughout the year. Acts as UNA's audit committee and reports to the Executive Board and Annual General Meeting.
3. Makes specific recommendations regarding sources and generation of cash requirements, membership dues, assessments, investment of surplus funds and loan financing.
4. Ensures that the finances of the union are managed in such a way as to obtain the full value and full accounting for each dues dollar obtained.
5. Recommends Collective Bargaining Fund requirements to the Executive Board and the Annual Meeting and also recommends Strike Pay and other expenditures as required.
6. Provides assistance to Board Members to assist them in understanding the budgeting process.
7. Provides assistance to Local and District Executives regarding financial policies or issues.
8. To review funding provided to the UNA, Locals and Local Executive to ensure resources are available to meet minimum requirements of organizational and Local obligations as established in the UNA Constitution, Bylaws and Policies.
9. To review and make recommendations as required to centralized and provincial accounting processes.
10. To provide the Executive Board with financial implications as required.

Short-Term Goals

1. To work in conjunction with UNA's Senior Management Group to ensure UNA audit and Finance Policies and Procedures respond appropriately to all applicable legislation and regulations.
2. To work in collaboration with the Advocacy and Engagement Committee of the Board to develop and support enhancement of member education and campaign initiatives."
3. To work in collaboration with UNA Senior Management and the Membership Committee, to allocate resources for UNA 50th Anniversary.

Long-Term Goals

1. To accumulate and maintain sufficient funds in the Unappropriated General Fund to finance the UNA for a period of 6 months, should the need arise.
2. To advise the Executive Board of financial implications regarding future organizational reviews and potential restructuring.

Standing Committees - Legislative

REFERENCE: DATE OF ORIGIN: SEPTEMBER 1977 LAST AMENDED: EXECUTIVE BOARD MEETING - NOVEMBER 2024 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Terms of Reference

General Responsibilities

The Legislative Committee shall:

1. Elect a Chair. (The 1st Vice-President shall be designated as the Vice-Chair.)
2. Elect a Recorder.
3. Review the Terms of Reference, Long and Short-Term Goals annually.
4. Provide interpretation of the UNA Constitution and Policies and Procedures and make recommendations for change as needed.
5. Act as the Constitution and Resolutions Review Committee as directed by Article 17.03 and shall report to the Executive Board and Annual General Meeting.
6. Act as an Appeal Committee in accordance with the Contract Interpretation Appeal and Grievance and Arbitration Appeal Board procedure.
7. Act as an Appeal Committee in accordance with the Appeal Process for Decision Regarding Proceeding or Not Proceeding to an Independent Assessment Committee for PRCs.
8. Formulate and submit resolutions to the AFL, CFNU, and CLC Conventions as referred by the Executive Board or Executive Officers.

Long-Term Goals

The Legislative Committee will:

1. Ensure the Constitution and the Policies and Procedures of the UNA preserve the democratic nature of the organization and reflect the Long and Short Term goals of the UNA.
2. Respond to legislation that impacts UNA's Constitution and structure and make recommendations as necessary.
3. Evaluate decisions through a lens of equity, diversity, inclusion, belonging, and psychological safety.

Short-Term Goals

1. Respond to emerging concerns related to the UNA Constitution and Policies and Procedures.
2. Review the UNA Constitution to identify proposals to enhance readability.

Standing Committees - Membership

REFERENCE: DATE OF ORIGIN: FEBRUARY 1982 LAST AMENDED: EXECUTIVE BOARD MEETING - SEPTEMBER 2026 REVIEWED: EXECUTIVE BOARD MEETING - SEPTEMBER 2026

Terms of Reference

1. Elect a Chair, a Vice-Chair and Secretary.
2. Review the Terms of Reference, Long and Short-Term Goals annually.
3. Work with the other committees of the Executive Board to further improve open communication and service to the membership.
4. Obtain concerns and input from Locals in identifying issues relating to UNA delegate meetings.
5. Work in conjunction with other Committees, interest groups, and/or elected officials as required to promote the objectives of UNA.
6. To work with UNA staff to review items to be included in the UNA Boutique and/or distributed at delegate meetings.
7. To work with UNA staff to keep the Executive Board and Members apprised of items currently in the Boutique.
8. Be available at UNA delegate meetings to provide liaison and support to the Membership.
9. Review and Administer Procedure – 24 “Scholarships/Bursaries/Grants”.
10. Make recommendations on policies and procedures for elections and votes of the UNA.
11. Annually review and recommend improvements to the registration and evaluation process for UNA delegate meetings.
12. A Chair of the Credentials Sub Committee shall be appointed prior to each UNA Delegate Meeting. The Chair of the Credentials Sub Committee shall not be seeking an elected position at the AGM.
13. Ensure accuracy of credentials at meetings of the UNA.

Roles and Responsibilities

Chair

- Shall act as Chair at all meetings of Membership Committee.
- Represent Committee as part of the Steering Committee.
- Provide active communication between members of Committee.

Vice-Chair

- Shall carry out duties as assigned by Chair and act in lieu of Chair when Chair is absent.

Secretary

- Shall keep record of all meetings.
- Shall carry out duties as assigned by Chair.

Terms of Reference – Credentials Sub-Committee

The Credential Committee shall:

1. Identify the voting delegates.
2. Identify observers, staff, guests, and press.
3. Identify and provide orientation to Observers for the scrutineer and teller position.
4. Provide the Chair of the meeting with a continuous account of voting delegates that are registered at all times at the meeting. (2/3 of registered delegates plus one from each District constitutes a quorum necessary to conduct UNA business.)
5. Supervise polling station and the voting process for elections held at Annual General Meeting.

Short-Term Goals

1. Review and update policies and procedures related to the work of Membership Committee.
2. Review and, if appropriate, amend District and Board evaluation forms.
3. Wellness Event annual framework and identifying needs of the membership.
4. Create criteria for the two (2) additional CFNU scholarships - Indigenous and Rural.
5. Facilitate upcoming changes in accommodation and transportation for the upcoming 2026 AGM.

Long -Term Goals

1. Assist in securing provincial delegate meeting venues, accommodations, and transportation.
2. Enhance the awareness of opportunities available to members regarding UNA scholarships, bursaries, grants and awards.
3. To evaluate procedures and processes of UNA scholarships, grants, bursaries and awards.
4. Monitor Health Precautions in preparation for planning UNA Delegate Meetings.
5. Encourage practices that promote psychological safety for those attending UNA meetings.
6. Facilitate up to three online Wellness Events per year.
7. To inform and encourage members to participate in activities supported by UNA.

Standing Committees - Steering

REFERENCE: DATE OF ORIGIN: APRIL 1981 LAST AMENDED: EXECUTIVE BOARD MEETING - DECEMBER 2019 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Terms of Reference

The Steering Committee is made up of the four Executive Officers and the Chairs or designate of the Standing Committees. The UNA Directors attend the Steering Committee meetings.

General Responsibilities

The President shall be Chair.

The 1st Vice-President shall be the Vice-Chair.

The Secretary/Treasurer shall be the recorder.

The Committee shall:

1. Report to the Executive Board and ensure that policy objectives of the union are achieved.
2. Identify projects and strategies which support organizational priorities.
3. Prepare proposals for new major projects for approval of the Executive Board.
4. Bring forward for discussion any recommendations from their respective Committees, which have financial implications for UNA.
5. Investigate and address issues pertaining to the quality of work life of UNA members.