

Oversees functioning of local

Ensures RN or RPN is
in-charge of all units

Checks job postings for compliance

Increases membership
engagement

Presents at new employee
orientation

Chairs meetings

Ensures local holds timely
and appropriate meetings
throughout the year

Communicates with
Provincial Office/LRO

Oversees Unit/Office Rep system

Conducts Local votes

Represents local at
District meetings

Local contact for other unions

Strategically plans for Local
for next 12 months

Types up budget

Reviews and appropriately
discards Local records

Ensure delegates, alternates,
and observers are elected

Briefs Provincial meeting
delegates and observers on
what to bring and expect

Ensures members' desires
are represented at District
and Provincial meetings

Reviews and approves expense
claims submitted by the Treasurer

Updates member information with
up-to-date names, addresses,
phone numbers, and emails

Stays up to date on all Executive
Conference communication

Checks email regularly

Produces lists for member
information or sign-in sheets

Ensures that non-member
dues payers are asked
to sign up to UNA

Takes minutes at meetings

Maintains Local records

Drafts agenda for Local meetings

Gathers nomination forms
and ensures nominees
are in good standing

Ensures privacy guidelines
are followed

Maintains Local financial records

Ensures Local Rebates are deposited into accounts correctly

Reports at every Local meeting and Local Executive meeting on the state of Local finances

Prepares local budget

Ensures Local meeting motion to approve budget

Submits local budget

Approves expense claims

Manages the DMS accounts payable directory

Reviews financial information for accuracy

Maintains records of expense claims with receipts for seven (7) years

Maintains contact with District Representatives

Represents members at various
employer meetings (investigation,
outcome, DTA, RTW)