

# Unit/Office Representative RESPONSIBILITIES

Locals should strive to have a contact in every office and unit they represent. This helps foster regular communication between Local leaders, activists, and duespayers. Work areas may benefit from having more than one representative.

Responsibilities of Unit/Office Representatives can be found in *UNA Procedures*.

## Responsibilities

Responsibilities assigned to Unit/Office Representatives may vary depending on the size, needs, and goals of their Locals. Local leaders and activists should collaborate on developing specific expectations. Generally, the role of a Unit/Office Representative is to:

- › Observe and communicate workplace issues to the Local Executive
- › Be the frontline representative of UNA, both to members and to the Employer
- › Contact new duespayers as soon as possible
- › Ensure that new and existing duespayers have signed a membership card and submit the card to the Local Executive
- › Post notice of Local meetings and all other applicable UNA communications
- › Ensure that Local Executive and Unit/Office Representative contact information is posted
- › Have a basic familiarity with the applicable UNA Collective Agreement
- › Direct questions to appropriate Local Executive Officer and ensure responses are communicated to duespayers
- › Attend Local meetings
- › Encourage duespayers to submit PRC forms and assist them where necessary
- › Encourage duespayers to submit OH&S forms and assist them where necessary
- › Be familiar with Employer policies that apply to your office/unit and notify the Local of any new policies
- › Build and strengthen the union at the unit/office level
- › Notify the Local of any duespayers returning STD, LTD, WCB, or other leaves
- › Encourage members to participate in their Local
- › Stay informed of information and activities impacting UNA, its members, and their work
- › Build relationships and have regular conversations with duespayers
- › Provide information relevant to essential services
- › Assist with membership votes, such as ratification votes, as needed
- › Assist with planning or implementing UNA job action, such as strike action, as needed