

## Local 196 Office Rep Responsibilities

As an Office Representative for Local 196 there are some duties that are requested of you by the Local 196 Executive and they are as follows:

- **UNA Net** - It is a **requirement** that all Office Reps sign up for the UNANet. This is how the Local communicates with you. It is also an excellent way to keep informed provincially of what is happening regarding nursing concerns, negotiations or opportunities to attend various events, conferences and workshops. It is a secure site therefore, well suited to create mail-out lists to members.
- **Membership maintenance** – This includes signing up new members and can be done either by a hard copy form where reps must sign the bottom of the form and provide the member with the temporary card on the second page, or by directing nurses to go to [www.una.ab.ca](http://www.una.ab.ca) and signing up by clicking the “JOIN” tab. The latter is preferred. It is also important to inform the Local Executive of members who have left your office or the Local and transferred to another site. Please notify the Local Executive if any members are off on a Leave of Absence (LOA) and whether it is a maternity, education, STD or LTD.
- **Communication** – As Office Reps you are the first point of contact between the members at your site and the Executive. You will need to create an email mail out list of your members personal emails in order to share any union information (not Employer email accounts). This also includes informing the Local of any contact information changes of members such as address, email or phone numbers.
- **Local meetings** – It is an expectation that Office Reps attend Local meetings and if not able to do so then to send an alternate so the information brought forth at the meetings can be communicated back to the members.
- **Bulletin Board and Office Rep Binder** – Office Reps shall post pertinent information on the bulletin board such as notices of Local 196 meetings, education sessions and UNA material as sent to you by the Local. The minutes of the meetings can be posted there and filed later in the rep binder. Maintenance of the rep binder is also essential to ensure forms such as membership, PRC, OH&S and ECECAF are available to the members if they need them.
- **Member assistance** – This may include assistance in filling out forms such as PRC, OH&S or the ECECAF forms. It may also include attending meetings with a member and Employer if one of the Executive is not available. Contract questions may be presented to Office Reps and since Reps are the first point of contact, the Executive would like you to assist members in finding the answers they are looking for- this may include referring members to a Local Executive member.
- **Seniority Lists** – Office reps should ensure a current seniority list is posted on site and especially once the vacation planner is posted. These are sent to Reps twice a year.
- **Office votes** – When a provincial or regional wide vote is held Office Reps are expected to conduct the vote according to the UNA Constitution, Bylaws and Policies and Procedures. The Local will also provide directives that are specific to the Local for these votes.