

Policies & Procedures Manual

Committees

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COMMITTEES



AFFILIATE BOARDS/STANDING COMMITTEES

REFERENCE: Executive Board Meeting – March 2011

UNA representatives to Affiliate Boards/Standing Committees shall be representatives of the UNA Executive Board. Where no Executive Board member self identifies or is eligible to fill such positions, a UNA member may apply to be considered for the position. Notice of unassigned position(s) shall be posted on UNA Net. Members shall submit a written expression of interest to the Executive Administrative Assistant of UNA by the deadline stated in the notice. The UNA Executive Board shall elect the nominee to the vacant position.

Where the UNA representative is not a UNA Executive Board Member and is elected at an AFL Equity Group caucus to the AFL Executive Council that member shall be funded to attend the AFL Executive Council.

UNA will fund one (1) UNA member elected from each Equity group caucus to the AFL Council, inclusive of their attendance at the Equity Standing Committee meetings.

Once elected, the representative shall be entitled to stay on the Committee for the duration of the term. The elected representative shall submit a written report to each Executive Board meeting of UNA.

UNA members not provincially funded may attend Affiliate Boards/Standing Committees as per Affiliate policy/bylaws.

NON-BOARD MEMBERS

REFERENCE: Executive Board Meeting - December 1984
Executive Board Meeting - February 1987

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

GENERAL

REFERENCE: Executive Board Meeting - December 1990
Executive Board Meeting - December 1991
Executive Board Meeting - March 1992
Executive Board Meeting - December 1993
Executive Board Meeting - March 2008

EXECUTIVE BOARD COMMITTEES

1. Following the Annual General Meeting and prior to the establishment of a new Committee at the first Executive Board Meeting, the Committee Members remaining will elect a Chairperson to act in the interim.
2. The existing Standing Committees of the Board shall continue until the first Executive Board meeting following the Annual General Meeting. Newly elected Executive Board Members will be designated to replace the outgoing Board Members on the respective committee(s). Where there is more than one new Executive Board Member in a District, a decision as to the interim committee assignment(s) will be determined by the new District Executive Committee.
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 Meeting – March 2008)

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 - ECOHS

REFERENCE: Executive Board Meeting - December 1984/August 1986
Executive Board Meeting - November 1986/November 1988
Executive Board Meeting - December 1990/November 1991
Executive Board Meeting - November 1994/November 1996
Executive Board Meeting - November 1998/November 1999
Executive Board Meeting - November 2001/November 2003
Executive Board Meeting - November 2004/November 2005
Executive Board Meeting - November 2007/November 2008
Executive Board Meeting - December 2009/November 2010

1. A Chairperson, Vice-Chairperson and Secretary shall be elected.
2. Review the Terms of Reference, Long and Short-Term Goals annually.
3. Acknowledge that education is a fundamental necessity for a Trade Union.
4. Recognize that on a frequent basis, specific issues arise which must be addressed by the education program of the Union.
5. Utilize a variety of mechanisms for identifying educational needs of the members including:
 - a. input from all levels of the organization;
 - b. review of evaluations from educational programs offered.
6. Give direction regarding the content, quality and frequency of the publications of UNA.
7. Optimum working conditions and optimum health for UNA members as it relates to Occupational Health and Safety is a priority.
8. Enhance communications between all members of UNA.
9. Work in conjunction with other Committees as required.

LONG-TERM GOALS

1. Encourage Districts and Locals to promote UNA education to their members.
2. Educate affiliates, licensing bodies and the public regarding UNA issues.
3. Review UNA publications and communications systems to ensure information is current.

STANDING COMMITTEES - ECOHS CONT'D

4. Explore and implement improved methods of communications.
5. Promote the education of all members on the principles of Unionism, Collective Bargaining, and other relevant issues including, but not limited to, OH&S, Staff Abuse, Diversity issues, PRC, Staffing, Professional issues, changes to the health delivery system and the use of technological changes within the organization.
6. Promote optimum working conditions and optimum health for members as it relates to Occupational Health and Safety.
7. Educate the membership regarding CFNU, AFL, CLC and other affiliations and coalitions.
8. Promote participation in CFNU and AFL Bienniums and CLC Triennium.
9. Promote participation in the Professional Licensing bodies.
10. Explore and implement “greening” initiatives for UNA and provide education regarding environmental issues.

SHORT-TERM GOALS

1. Ensure Locals and Members have necessary information to actively participate in negotiations.
2. Communicate and educate Districts, Locals and Members regarding UNA and ongoing changes in Health Care.
3. Provide specific education and communication regarding public healthcare.
4. Recommend strategies to increase membership involvement in UNA.
5. Encourage involvement in the Professional Licensing bodies.
6. Ensure education is provided at the UNA Annual General Meeting.
7. Monitor the selection and implementation of safety engineered devices.
8. Provide assistance to CFNU for 2012 Prairie Labour School.

STANDING COMMITTEES - FINANCE

REFERENCE: Executive Board Meeting - November 2010

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 represent Committee as part of the Steering 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

Secretary

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

STANDING COMMITTEES - FINANCE CONT'D**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 determines the Collective Bargaining Fund grant given to Locals in the event of a strike or lockout.
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.

SHORT-TERM GOALS

1. To work and communicate with Locals and Districts to evaluate the new electronic finance data collection.
2. To ensure that there are adequate funds in relation to increased leasing costs or building ownership.
3. To continue assessing issues related to leasing versus building ownership and report to the Board and Districts on decisions/options.

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.

STANDING COMMITTEES - LEGISLATIVE

REFERENCE: Executive Board Meeting - December 1987
Executive Board Meeting - November 1988/December 1990
Executive Board Meeting - December 1991/November 1992
Executive Board Meeting - December 1993/November 1994
Executive Board Meeting - December 1995/December 1996
Executive Board Meeting - November 1998/November 1999
Executive Board Meeting - November 2000/November 2001
Executive Board Meeting – November 2003/2005
Executive Board Meeting - November 2007/November 2008
Executive Board Meeting - November 2010

LEGISLATIVE - 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 constitutional interpretation and ensure compliance with the UNA Constitution in the course of UNA business.
5. Act as the Constitutional Amendments and Policy Resolutions Committee as directed by Article 17.03 and shall report to the Executive Board and Annual General Meeting.
6. Review constitutions of affiliate organizations and determine the action UNA will take.
7. Act as an Appeal Committee in accordance with the Contract Interpretation Appeal and Grievance and Arbitration Appeal Board procedure.

ANNUAL GENERAL MEETING OF UNA

The Legislative Committee shall:

1. Prepare a list of candidates nominated for offices of the Executive Board and Trial Committee and a list of nominees acclaimed to positions, and send a notice in accordance

STANDING COMMITTEES - LEGISLATIVE CONT'D

with United Nurses of Alberta's Constitution, to the President of UNA, Local Presidents, and their delegates.

2. Propose changes to the UNA Constitution as the need arises.

CONTRACT INTERPRETATION APPEAL AND GRIEVANCE AND ARBITRATION APPEAL BOARD

1. The members of the Legislative Committee are responsible for reviewing any appeal regarding Contract Interpretation and any grievance and arbitration appeal.
2. The Legislative Committee acts as an Appeal Committee to which any UNA Local(s) or affected UNA member can appeal the contract interpretation decision of the Director of Labour Relations.
3. The Legislative Committee acts as an Appeal Committee to which any UNA Local/Locals or affected UNA member can appeal the decision of the Director of Labour Relations.
4. The procedure for appealing the decision of the Director of Labour Relations is as follows:
 - a. The grievor or Local will be referred to as "appellant". If affecting more than one Local, the originating Local shall be the appellant. The appellant will have 30 days from receipt of the Director of Labour Relations' decision to submit a written appeal, complete with reasons, to the Appeal Committee with a copy to the Director of Labour Relations.
 - b. The Director of Labour Relations will have 15 days from the date he receives the appeal to respond in writing to the appellant with a copy to the Appeal Committee.
 - c. The appellant will have 30 days from receipt of the Director of Labour Relations' response to make a final written submission to the Appeal Committee.
 - d. The Appeal Committee will issue its decision in writing within 15 days of receipt of the appellant's final submission. Upon request, the appellant may meet with the Committee prior to it rendering its final decision.
 - e. To the extent possible, all of the above submissions and decisions shall be sent through the UNAnet E-Mail system.
 - f. If the appellant is not on the UNA network, or if it is not possible to send the decision by UNAnet E-Mail system, all of the above submissions and decisions shall be sent by receipted delivery.
 - g. Hard copy of the E-Mail submission shall follow as soon as possible.

STANDING COMMITTEES - LEGISLATIVE CONT'D

- h. “Days” referred to above shall mean calendar days.

LONG-TERM GOALS

The Legislative Committee will:

1. Ensure that the Constitution and the Policies of the UNA preserve the democratic nature of the organization and reflect the Long and Short Term goals of the UNA.
2. Review as necessary:
 - Policy and Procedure Manual,
 - UNA's Organizational Structure.
3. Formulate any Constitutional Amendments and Policy Resolutions that arise from discussions of unity of nursing/allied personnel within the Province of Alberta.
4. To be familiar with the Constitution of affiliate organizations.
5. Monitor legislation that impacts UNA’s Constitution and structure and make recommendations as necessary.

SHORT-TERM GOALS

1. Develop recommendations, as necessary, regarding:
 - Policies and procedures
 - UNA’s organizational structure, constitution, and funding
2. Formulate and submit resolutions to the AFL, CFNU and CLC Conventions as necessary as per affiliate timelines.

(Executive Board Meeting – November 2006)
(Executive Board Meeting – November 2007)
(Executive Board Meeting – November 2008/2010)

STANDING COMMITTEES - MEMBERSHIP SERVICES

REFERENCE: Executive Board Meeting - August 1985
Executive Board Meeting - November 1989/November 1992
Executive Board Meeting - November 1994/November 1998
Executive Board Meeting - November 1999/November 2000
Executive Board Meeting - November 2001/November 2003
Executive Board Meeting – November 2004/2005
Executive Board Meeting - November 2007/November 2010

MEMBERSHIP SERVICES - TERMS OF REFERENCE

1. Elect a Chair, a Vice-Chair and Recorder.
2. Review the Terms of Reference, Long and Short-Term Goals annually.
3. Work with the other Committees of the Board to further improve communication and service to the membership.
4. Review, update and provide information to expand the awareness of the value of pensions and retirement planning to the membership.
5. Monitor and assess Federal and Provincial legislation and distribute this information to the membership.
6. Respond to and influence actions taken by decision makers and other groups that can impact upon UNA and it's members.
7. Obtain concerns and input from the Locals in identifying issues.
8. Work in conjunction with other Committees, interest groups, and/or political parties as required to promote the objectives of UNA.
9. To work with UNA staff to review items to be included in the UNA Boutique and/or distributed at delegate meetings.
10. To work with UNA staff to keep the Executive Board and Members apprised of items currently in the Boutique.
11. Be available at delegate meetings of the UNA to provide liaison and support to the membership.
12. Maintain and distribute UNA and CFNU Scholarship.
13. Make recommendations on policies and procedures for elections and votes of the UNA.

STANDING COMMITTEES - MEMBERSHIP SERVICES CONT'D**ROLES AND RESPONSIBILITIES****Chair**

- shall act as Chair at all meetings of Membership Committee
- represent Committee as part of the Steering Committee
- be Chair of Credentials Sub-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

(Executive Board Meeting - June 2010)

TERMS OF REFERENCE - SUB-COMMITTEE CREDENTIALS

1. Identify the voting delegates.
2. Identify observers, staff, guests, and press.
3. Identify and orient observers for the scrutineer 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.

STANDING COMMITTEES - MEMBERSHIP SERVICES CONT'D**SHORT-TERM GOALS**

1. Review the membership input sheets from UNA meetings and recommend improvements.
2. Review and update UNA Provincial Delegate Meetings evaluation forms.
3. Review criteria for UNA Nursing Scholarship and the CFNU Scholarship.
4. To encourage and educate members to participate in activities supported by UNA.
5. To make recommendations on policies and procedures for elections and votes at the Annual General Meeting of UNA.
6. To review best practice voting procedures within UNA and work in conjunction with the Systems Department.
7. To develop criteria for vendors at UNA Delegate Meetings.

LONG -TERM GOALS

1. Assist in securing provincial delegate meeting venues.
2. Educate the membership regarding participation in a pension plan and RRSP.
3. Enhance and promote UNA's involvement in the political process as an organization, as a Local, or as a member.

STANDING COMMITTEES - STEERING

REFERENCE: Executive Board Meeting - December 1982/November 1988
Executive Board Meeting - November 1989/December 1991
Executive Board Meeting - November 1998/November 2001
Executive Board Meeting – November 2003/November 2006
Executive Board Meeting - November 2010

STEERING COMMITTEE - TERMS OF REFERENCE

The Steering Committee is made up of the four Executive Officers and the Chairs 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.

A recorder shall be elected.

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.