

JUNE 2018

## Policies and Procedures Manual

# Committees

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## Affiliate Boards/Committees

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**Reference:** Last Amended: Executive Board Meeting – March 2015

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 and the AFL Convention during their term on Council.

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.

**See Funding “Affiliate Events”.**

## Non-Board Members

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**Reference:** Last Amended: Executive Board Meeting - February 1987

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.

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## Executive Board Committees - General

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**Reference:** Last Amended: Executive Board Meeting - November 2015

### 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.

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# Standing Committees – Advocacy and Engagement

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**Reference:** Last Amended: Executive Board Meeting – December 2017

## Terms of Reference

1. A Chairperson, Vice-Chairperson and Secretary shall be elected.
2. Review the Terms of Reference, Long and Short-Term Goals annually.
3. Utilize a variety of mechanisms for identifying education needs of members/Locals including: reviewing evaluations from UNA educational programs.
4. Support communications between all members of UNA using a variety of tools.
5. Work in conjunction with other Committees, interest groups and/or affiliates as required to promote the objectives of UNA.
6. Monitor and assess the trends in the political environment at all levels of government. Promote the information being distributed to the membership.
7. Identify issues and concerns of Locals and members.
8. Monitors legislation that affects the lives of UNA members and makes recommendation for action to the Executive Board.
9. 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.

## Long-Term Goals

1. Support the districts and Locals to promote 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:
  - OH&S
  - Abuse and harassment
  - Diversity issues
  - PRC
  - Safe Staffing
  - Professional issues
  - Health Care
  - Technological changes
  - Effective lobbying
  - Environmental issues
  - Income security

3. Encourage participation in the Professional Licensing Bodies.
4. Increase the portion of the membership that have and use effective lobbying skills.
5. Increase the members participation in activities aimed at promoting the benefits of the labour movement.
6. To have Members foster and maintain relationships with their elected officials.

### **Short-Term Goals**

1. Promote strategies to increase member engagement in UNA.
2. Committee members will attend CARNA meetings.
3. Enhance the understanding of the other Professional Licensing bodies that affect our members.
4. Seek to expand the awareness of defined benefit pension plans and the issues pertaining to LAPP.
5. Seek to expand the awareness and education of WCB process, disability, and return to work issues.
6. Enhance communication with UNA equity caucus groups.

## Standing Committees - Finance

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**Reference:** Last Amended: Executive Board Meeting – November 2017

### 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

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- 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

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

#### Secretary

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- 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 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 work in conjunction with the Legislative Committee to ensure a funding process is in place for small entities that may be redefined by a constitutional change at a UNA Annual General Meeting.
3. To review and assess the issue of transition allowances for Executive Officer Positions.

## 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

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**Reference:** Last Amended: Executive Board Meeting - February 2016

### Terms Of Reference

#### General Responsibilities

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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

1. The Legislative Committee shall propose changes to the UNA Constitution as the need arises.
2. The Legislative Committee Vice-Chair (UNA 1st Vice-President) shall ensure a list of candidates nominated for offices of the Executive Board and Trial Committee and a list of nominees acclaimed to positions is prepared and send a notice in accordance with United Nurses of Alberta's Constitution (to the President of UNA, Executive Board, Local Presidents and their delegates).

## Long-Term Goals

The Legislative Committee will:

1. Ensure 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.

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## Standing Committees - Membership Services

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**Reference:** Last Amended: Executive Board Meeting – November 2017

### 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. Obtain concerns and input from the Locals in identifying issues.
5. Work in conjunction with other Committees, interest groups, and/or political parties 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 delegate meetings of the UNA to provide liaison and support to the membership.
9. Administer Procedure – 18 “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 membership input sheets for UNA delegate meetings and criteria for the UNA and CFNU Nursing Scholarships.
12. A Chair of the Credentials Sub Committee shall be appointed prior to each AGM. The Chair of the Credentials Sub Committee shall not be seeking an elected position at the AGM.

### Roles and Responsibilities

#### Chair

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- 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

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

#### Secretary

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- 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 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.

## Short-Term Goals

1. To inform and encourage members to participate in activities supported by UNA.
2. To review best practice voting procedures within UNA and work in conjunction with the Systems Department.
3. To assist, as required, with the planning of the 2018 CFNU Prairie Labour School.
4. To review UNA Provincial Annual General Meeting online registration process.
5. To develop UNA Provincial Delegate Meeting election guidelines.

## Long -Term Goals

1. Assist in securing provincial delegate meeting venues.
2. Enhance and promote UNA's involvement in the political process as an organization, as a Local, or as a member.
3. Enhance the awareness of opportunities available to members regarding scholarships, bursaries and grants.
4. To evaluate procedure and processes of UNA scholarships, grants and bursaries.

## Standing Committees - Steering

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**Reference:** Last Amended: Executive Board Meeting - March 2018

### 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.

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.