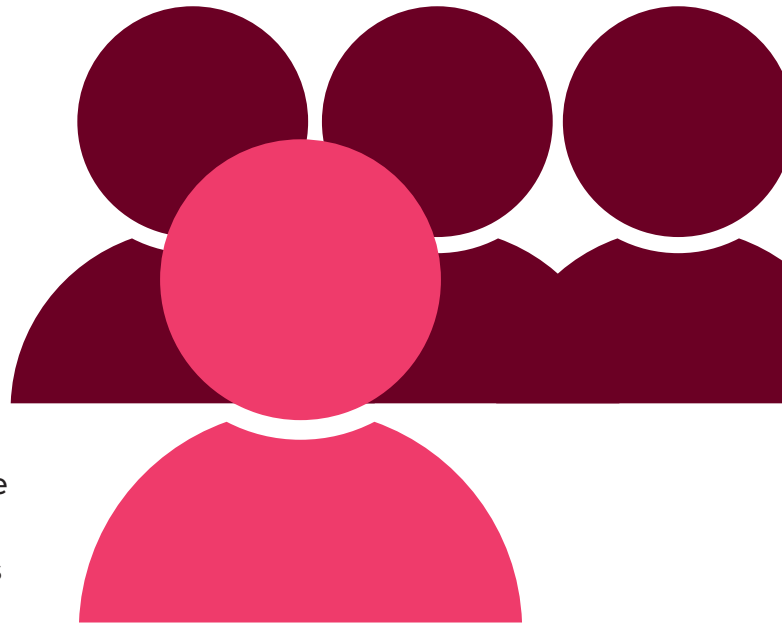


MNU HOW TO: PRESIDENT GUIDE

WELCOME TO THE HOW TO BE A PRESIDENT GUIDE!

At MNU Provincial Office, we understand that stepping into a new role can be intimidating, which is why we have created this resource for your new position.

Our goal is to make everything as easy as possible while still providing you with all the essential information you need to feel confident. But always know, we're here to help if you need us.



THE PRESIDENT OF A LOCAL/WORKSITE/ REGION IS THE PRINCIPAL SPOKESPERSON AND LEADER OF THE LOCAL/WORKSITE/ REGION FOR THE UNION.

They work to protect and advance the interests of the Local/Worksite/Region. They also coordinate the efforts of the Local/Worksite/Region with the Union Executive Committee and membership to achieve the overall Union goals and objectives.

MNU'S OBJECTIVES ARE AS FOLLOWS:

- 1. To regulate employment relations between members and the employers**
- 2. To promote high professional standards of practice and appropriate working conditions with a view to achieving the best attainable patient care**
- 3. To encourage education of members**

PRESIDENT DUTIES

DUTIES OF A LOCAL/WORKSITE/ REGION PRESIDENT INCLUDE:

- Preside at all meetings of the Local/Worksite/Region
- Preside at all meetings of the Executive Committee
- Responsible for carrying out the policies of the Local/Worksite/Region
- Other duties as assigned by the Executive Committee
- Responsible to oversee the overall running of the Local/Worksite
- Provide MNU orientation to new hires (may be delegated to VP)
- Provide a report to your elected MNU Board member

A PRESIDENT'S DAY TO DAY DUTIES

- Review all Job Postings to ensure they are accurate
- Review rotation changes in conjunction with the MNU LRO
- Ensure MNU Vacation Scheduling process is followed
- Review WSR's at NAC Meetings
- Review Christmas hours when contacted by a specific nurse or unit to ensure they follow the Collective Agreement provisions
- Keep up to date on Workplace changes
- Other HR issues
- Attend meetings with members or arrange representation
- Respond to email and phone call inquiries from members
- Communicate with WSH reps regarding new or ongoing concerns



THE JOB POSTING CHECKLIST

When you receive a copy of a job posting, check every job posting and compare it to the checklist below. If there are variations in required information, investigate and address.

- Minimum qualifications
- EFT
- Unit/site/office
- Occupation classification and title
- Shift length and rotation pattern
- Date of closing of competition

MEETINGS

ATTENDING MEETINGS

What type of meetings may Presidents have to attend with members?

- Grievance discussion and investigation
- Progressive discipline
- Respectful Workplace Complaint
- Return To Work
- ASAP
- GIP meetings
- Arbitration hearings

When attending meetings with members, remember a few things...

- Union rep rights- you are equal with management in these situations
- Management Rights - Article 4
- Remain respectful and professional
- Disagree with dignity & hold your temper
- Maintain mutual respect
- Be a good listener
- Identify the issue, and stick to the point
- Act collaboratively
- Take notes
- Set a time for answers

ATTENDING MEETINGS REQUIRED BY THE PROVISIONS OF THE COLLECTIVE AGREEMENT

The President attends the following meetings on Employer paid time

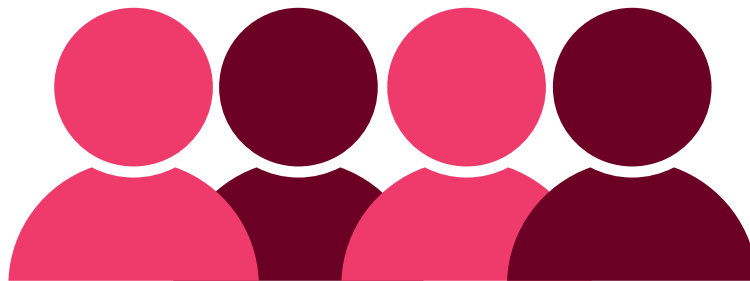
- Nursing Advisory Committee – Local/Worksite and Regional
- Union Management Committee- Local/Worksite and Regional
- Grievance meetings
- ASAP meetings
- Workplace Safety and Health Committee Meetings. This is not necessarily a President's role and the Local/Worksite may have elected a separate WSH rep who attends on Employer paid time (See Article 7A08)



YOUR EXECUTIVE COMMITTEE

YOUR EXECUTIVE COMMITTEE IS MADE UP OF:

President (you)
Vice President
Secretary
Treasurer
OR Secretary - Treasurer



Vice President: Presides at all meetings where President is absent. In the event you can no longer carry out your duties as President, the Vice President will act as President for the balance of your term. Vice Presidents are also responsible to establish and maintain the flow of communication between the local/worksite/region and the membership

Secretary- Treasurer: Maintains record of Local/Worksite/Region proceedings and all members. Keeps record of all financial transactions, prepares financial reports for executive and annual meetings, and is responsible for safe keeping of all monies and deposits. Where a Local/Worksite/Region does not have a VP the Secretary would be tasked with communication with membership

Your Executive Committee will:

- Meet 3X a year at minimum
or as per your Local/Worksite/
Region Constitution
- Hold all the powers of the Local/
Worksite/Region between
meetings and shall manage
and administer all its affairs
- Appoint and nominate
a committee
- Fill vacant positions
- Appoint to standing committees

As a President, you are often the chair of committees. A Chair's role during Executive meetings is to:

- Maintain order
- Follow agenda
- Encourage discussion and debate
- Expedite business
- Put issues to a vote
- Respond to inquiries regarding
procedure or facts
- Remain impartial
- Robert's Rules of Order are used*

*Robert's Rules of Order are used, but are less formal when participating in executive committee meetings. The chair can fully participate in discussions and vote, there is no need to second a motion. Often a motion comes at the end of a discussion.

HOW TO HANDLE A MOTION

1. A member makes a motion
2. Another member seconds the motion
3. The chair states the motion
4. Members discuss the motion (amendments to the motion could be made at this time but would also need to have it seconded. If so a vote would take place only on the amendment. If it does not pass it goes back to the original motion)
5. Chair puts the motion to a vote
6. Chair announces the result of the votes

WORKLOAD STAFFING REPORTS

As a President, your role with WSR's is to:

- Communicate with your Local/ Worksite your WSR process. Are you online or still using paper forms?
- Track completed forms
- For paper- send original/scanned/faxed copy to MNU ASAP at WSR@manitobanurses.ca
- Ensure nurse receives a copy of the form with the managers response
- Provide a response to the nurse(s) after NAC re: outcome of discussion
- Retain a Local/ Worksite copy
- For step by step instructions, please see our WSR info sheet and video



RESOURCES

The role of a Local/ Worksite/Region President is considerable but there are plenty of resources to help make the role as easy as possible for you.

SOME RESOURCES INCLUDE:

- MNU Website Member Portal
- MNU Handbook and Policies (located in the Member Portal)
- Contract Interpretation Manual (located in the Member Portal)
- Your Executive Committee
- Other Local/Worksite/Region Presidents
- MNU Labour Relations Officers
- MNU Education Officer
- Employee Assistance Program (EAP)

UNION LEAVE

How to request Union Leave

- Requires minimum 2 weeks notice
- Salary continuance or salary replacement?

Salary replacement

- Leave without loss of pay
- Any member can be approved Union Leave with salary replacement if approved by the Local/Worksite/Region
- For Union business or education on days you were scheduled to be “off”

Salary Continuance

- For Union business or education on days you were scheduled to work

President’s Days

- Based on the number of members in the Local/ Worksite
 - 50 hrs for the first 25 members
 - 10 hrs for each additional 25 members
- Regional Presidents entitled to a minimum of 100 hours
- Used at your discretion to fund your wages when conducting Union business
- May be used for education for members attending MNU sponsored programs (subject to a maximum)
- Time credited annually May 1st to April 30th
- Cannot be carried forward
- Should not be used for NAC, Union Management or other Employer paid activities/meetings

To find out who your LRO is, visit manitobanurses.ca/resources/lro-and-local-locator

