



## Manitoba Association of Health Care Professionals Staff Representative Position Description

### **Code of Conduct:**

The Staff Representative shall neither cause nor allow any organizational practice, decision or activity that:

- a) Is unethical, illegal or imprudent;
- b) Is not directed towards the mission and ends of the Manitoba Association of Health Care Professionals (MAHCP) as defined by the Executive Council in its written policies; or
- c) Would cause significant embarrassment or loss of reputation to MAHCP.

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### **Responsibilities:**

- Article 1204 MAHCP Constitution:  
“Staff Representatives shall keep the membership informed of Association activities, and communicate all relevant developments within their bargaining unit.”
- Assists membership with concerns and grievances;
- Relays information to and from the Executive Council and office;
- Is in contact with the Labour Relations Officer regarding any issues or questions they need assistance with;
- Has a basic knowledge of the Collective Agreement;
- May participate on Committees at the workplace representing MAHCP; (ex: Workplace Health and Safety, Union / Management Committee);
- May participate on Association committees at the request of the Executive Council (ex: Communication, Governance);
- May participate on MAHCP Committees such as the Bargaining Committee;
- Attends Staff Representative Meetings held both at the Association office usually every 2 months and local meetings held with the Labour Relations Officer (option to teleconference);
- Attends Staff Representative training sessions provided by the Association;
- Person responsible for communicating between Bargaining Committee and the membership during negotiations or in the event of strike action;
- The Staff Representative may participate in the orientation of new Association members. This may include time allowed for orientation as set out in the Collective Agreement;



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- The Staff Representative ensures that new employees have the opportunity to fill out a membership card, and that all signed membership cards are forwarded to the Association office;
- Signs an agreement to maintain appropriate confidentiality ex: grievances;
- The President is the sole spokesperson for the Association. The Staff Representative's role in facilitating two way communications is highly valued, but this does not extend to the role of spokesperson;
- Two year term;
- Reads and complies with the Constitution, Bylaws, Code of Conduct, and collective bargaining agreement;
- Attends the Annual General Meeting in person or by teleconference from closest venue;

Member Name: \_\_\_\_\_  
(Please print)

Occupation: \_\_\_\_\_ Site: \_\_\_\_\_

Date: \_\_\_\_\_ Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_ President's Signature: \_\_\_\_\_