



MAHCP Member Advocate Position Description

Code of Conduct:

The MAHCP Member Advocate shall conduct themselves in a respectful manner to other MAHCP MAs, members, MAHCP staff and Employer representatives at all times. A MAHCP MA 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, vision, values statements of the Manitoba Association of Health Care Professionals (MAHCP) as defined by the Executive Council in its written policies;
- c) Would cause significant embarrassment or loss of reputation to MAHCP; or
- d) Maintains confidentiality in all MAHCP matters.

Prerequisite:

A passion for unionism, motivation to make change happen, ability to remain compassionate and empathize with members situations and completion of Member Advocate Training (as per policy)

Key Responsibilities:

- Article 1304 MAHCP Constitution:
“Member Advocates shall keep the membership informed of Association activities, and communicate all relevant developments within their bargaining unit.”
- Shall be responsible for its membership concerns within the worksite by communicating those concerns with the MAHCP and Labour Relations Officer;
- Shall assist the MAHCP Staff, and membership with concerns and grievance process;
- Shall contact the Labour Relations Officer regarding any issues or questions they need assistance with;
- Shall have knowledge of the Collective Agreement;
- Shall participate on workplace Committees if required representing MAHCP; (ex: Workplace Health and Safety, Union / Management Committee);
- May participate on MAHCP committees at the request of the Executive Council (ex: Communication, Governance, Bargaining Committee);
- Shall attend all MAHCP meetings held at your worksite and General Member Advocate meetings;
- Shall pass on information to their District’s Director to bring forward to Executive Council;
- Shall communicate as directed with the membership during negotiations or in the event of strike action;

- Shall, as requested by the MAHCP Labour Relations Officer, participate in the orientation of new MAHCP members to the worksite collective agreement and department/program practices. This is paid time as set out in the Collective Agreement;
- Shall assist the MAHCP Labour Relations Officer in maintaining the Union Boards at the worksite, and update it on a monthly basis;
- Shall encourage members to review Seniority Lists on the Union Board for accuracy;
- Shall attend meetings with the Labour Relations Officer as requested by the Labour Relations Officer;
- Shall assist MAHCP in developing presentations to Government, when requested;
- Shall canvass for new MAHCP Member Advocates as required to ensure proper representation of all members in the worksite;
- Shall serve a two (2) year term;
- Shall have an understanding of the Constitution, Code of Conduct, and collective agreement;
- Shall attend the Annual General Meeting in person or teleconference from the closest venue;
- Shall participate in training and/or educational opportunities as provided by MAHCP;
- Shall not enter into any agreement with the employer, or member(s) without the Labour Relations Officer present;
- Shall sign an agreement to maintain confidentiality in all matters surrounding MAHCP unless directed otherwise;
- Shall not communicate on behalf of MAHCP in any media forum online, in person or otherwise without explicit direction to do so from the President. The President is the sole spokesperson for the Association.

Name _____
Member Name

Occupation _____ Site _____

Date _____ Signature _____
Member MAHCP

Date _____ Signature _____
President MAHCP