

# Member Advocate Orientation Script

**MAHCP.**

Manitoba Association of  
Health Care Professionals

Member Advocates are our ‘feet on the street’ and MAHCP members’ first point of contact. When allied health employees join your organization’s MAHCP bargaining units, we encourage you to connect with them as soon as possible to provide information about our union.

## 5 TIPS FOR A SUCCESSFUL ORIENTATION

1. Consider asking members about their allied health training and career path. The more we all know about the variety of allied health professions we represent, the better we are!
2. Ask if they’ve ever been members of a union, and if so, if they were they active/involved. Keep in mind that if this is their first union role, they may not be familiar with some of the terms we use.
3. Order copies of your collective agreement and MAHCP promotional materials to provide members.
4. Share your contact info and their LRO’s contact info.
5. Ensure members complete the New Member Profile form BEFORE you wrap-up.



To request orientation materials, email [rachiel@mahcp.ca](mailto:rachiel@mahcp.ca). Please provide at least 5 days’ notice to ensure you receive them on time.

## Below is a sample script of key discussion points you can use to guide the orientation.

- Welcome to MAHCP - My name is [name] and I’m glad to be able to meet with you for a few minutes to discuss the benefits of being a member of MAHCP.
- I am Member Advocate, a union volunteer, and my role is to be a resource and support for our members in the workplace. If you have a question or concern, you can contact me. The best way to reach me is by [share your contact info.]
- I have a few items to give you today to help you learn about MAHCP membership, including:
  - a copy of your Collective Agreement
  - promotional materials
  - my contact information
  - contact information for your Labour Relations Officer

101-1500 Notre Dame Ave, Winnipeg Manitoba R3E 0P9

 204.772.0425

 [www.mahcp.ca](http://www.mahcp.ca)

 [info@mahcp.ca](mailto:info@mahcp.ca)

**MAHCP.**

Our focus is you

- Our union communicates with members by personal email, so we need your contact information and permission to communicate with you. That's why we ask our members to complete a brief online New Member Profile form. We can walk through the process together at the end on your phone or my computer.
- **Union overview**
  - Democratic, member-driven union of more than 7,000 allied health professionals.
  - Governed by an elected Executive Council of health-care professionals representing 16 districts from across the province.
  - Representing 85% of all allied health professionals working in Manitoba.
  - Direct-service union, which means that if you have a workplace concern, or questions about your rights, benefits or collective agreement, you are welcome to contact your Labour Relations Officer directly.
  - Any member is also welcome to contact MAHCP President [insert name] with questions or concerns pertaining to the governance of the union.
- **Union involvement tips**
  - Union matters should be dealt with outside of working hours or on your rest or meal breaks.
  - Do not use our work email system to contact the union. Our employer can view all communications sent or received via their email system so we use a personal email address.
  - Dues are 1.25% of your gross wages and can only be changed by a 2/3rds majority vote at an AGM.
  - [If the member is coming from another MAHCP facility]: Please review the Memorandum of Understanding in the back of the Collective Agreement called 'Portability'.
  - If you have advanced education or a certification, you will want to review the Academic Allowance language at the back of the Collective Agreement to see if you qualify. You should submit your application for Academic Allowance as soon as possible as it can take some time to implement. It will only be retroactive to the date you apply, not your start date.
- **How to learn more about MAHCP**
  - Online at [www.mahcp.ca](http://www.mahcp.ca) - great resource. Also, once you've completed your New Member Profile form, MAHCP staff will set you up for Member Portal access. This is a members-only section of the website.
  - On social media - on Facebook, Instagram, LinkedIn
- **How to get involved**
  - We're always looking for members to become involved; after all, it's the members who run the union. Please think about putting your name forward for committees such as Workplace Health & Safety, Employee Management Advisory Committees, or even as a Member Advocate or Council.
  - Watch your email for invitations to member meetings, AGM
- Thank you so much for your time today. Any questions?
- Form completion

