

# Member Advocate

## Code of Conduct

The MAHCP Member Advocate (MA) shall conduct themselves in a respectful manner with other MAHCP Member Advocates, members, MAHCP staff, and Employer representatives at all times. A MAHCP MA shall ensure any organizational practice, decision, or activity:

- a) is ethical, legal, or prudent;
- b) Is directed towards the Mission, Vision, and Values Statements of the MAHCP as defined by the Executive Council in its written policies;
- c) Would not cause significant embarrassment or loss of reputation to MAHCP.

The MA must maintain confidentiality in all MAHCP matters.

## Prerequisites

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

## Article 1304 - MAHCP Constitution

"Member Advocates shall keep the membership informed of Association activities, and communicate all relevant developments within their bargaining unit."

## Key Responsibilities

- Shall be responsible for membership concerns within the worksite by communicating those concerns to MAHCP staff and their Labour Relations Officer;
- Shall assist the MAHCP staff and membership with concerns and the grievance process;
- Shall contact the Labour Relations Officer regarding any issues or questions with which they need assistance;
- Shall have knowledge of the Collective Agreement;
- Shall participate on workplace committees if required, representing MAHCP; (i.e.: Workplace Health and Safety, Labour Management Committee);
- May participate on Association committees at the request of the Executive Council;
- May participate on MAHCP committees at the request of the Executive Council (i.e.: Communication, Policy & Constitution, Bargaining Committee);
- Shall attend all MAHCP meetings at their worksite and general Member Advocate meetings;
- Shall pass on information to their District 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;

# Member Advocate

- Shall assist the MAHCP Labour Relations Officer in maintaining Union Boards at the worksite and update on a monthly basis;
- Shall encourage members to review Seniority Lists on the Union Board or MAHCP website 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-year (2) term;
- Shall have an understanding of the MAHCP Constitution, Code of Conduct, and Collective Agreement;
- Shall attend the Biennial General Meeting in person or by virtual option;
- Shall participate in training and/or educational opportunities provided by MAHCP;
- Shall not enter into any agreement with the Employer, or members, without the Labour Relations Office 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.

**Member Name:** \_\_\_\_\_  
Please print.

**Occupation:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_