



**PSAC PRAIRIE REGION COUNCIL
REPRESENTATIVE HANDBOOK**

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1. INTRODUCTION

This Handbook was developed to be used as an orientation tool and to provide guidance to Prairie Region Council Representatives (PRC Reps). The Handbook provides useful information on the responsibilities and duties of the Reps during their term in office.

The majority of duties, responsibilities and activities undertaken by a Rep (which have been reproduced herein) are prescribed in the *PSAC Prairie Region By-Laws* (hereinafter referred to as the By-Laws). These will be described and explained in detail. PRC Reps will have some flexibility in the delivery of their respective duties and responsibilities in accordance with the By-Laws.

This handbook is not meant to replace the By-Laws. Reps should always reference our By-Laws and Regulations during their mandate. Where there is any contradiction between the Representatives' Handbook and the By-Laws, the latter will prevail. The responsibility to interpret the By-Laws and Regulations lies with the Regional Executive Vice-President of the PSAC Prairie Region or the Alternate Regional Executive Vice-President in the event of the incapacity or unavailability of the elected REVP.

The Representatives' Handbook will be reviewed and updated, if necessary, following every Prairie Region Triennial Convention. Comments can be provided at any time to the Chairperson of the By-Laws and Regulations Committee once it has been struck.

2. REPRESENTATIVES' DUTIES

2.1 GENERAL

All representatives of the PRC should read and be familiar with Sections 2 and 3 of the By-Laws. These sections outline the Mandate and Objectives for the PRC as a whole. Depending on the constituency that you are representing, actions to achieve our mandate and objectives will differ.

Section 2, Sub-Section (1) (b) and (c) identify the PRC as the body responsible to bring forward issues and discuss priorities for members in the Prairie Region. This requires timely two-way communication from all PRC members. Processes for communicating will be discussed further on.

“Section 2, Sub-Section (1)

(b) identify, articulate and address all needs and issues important to the Prairie Region members; and

(c) define the issues that the Regional Executive Vice-President (REVP) will submit to the Alliance Executive Committee (AEC) and the National Board of Directors (NBoD) of the PSAC”

Section 2, Sub-Section (2) identifies many bodies that PRC Reps should have knowledge of and be connected with. These include, but are not limited to, Component National Officers, locals/branches, community and social

justice organizations, Alliance Facilitators, Federations of Labour and District Labour Councils.

“Section 2, Sub-Section (2)

The PRC shall:

- (a) encourage **elected representatives**, who represent PSAC members in the Prairie Region, to participate in the activities and decision making process of the Prairie Region structure;*
- (b) encourage **all members** in the Prairie Region to participate in the activities of the Prairie Region structure;*
- (c) promote representation and activism from amongst the membership in the **broader labour movement** and relevant **community and social justice organizations**;*
- (d) promote the **Alliance Facilitator Network (AFN)** within the Prairie Region; and*
- (e) promote affiliation to and the participation in **Federations of Labour** and **District Labour Councils**.”*

Section 3 of the By-Laws details Objectives of the Prairie Region. In addition to Sub-Sections (1) thru (8), you should take specific note of Sub-Section (9) which outlines principles of how we, as the PRC must operate.

“Section 3, Sub-Section (9)

Be guided by the following principles:

- (a) **fair and equitable representation** of all PSAC members in the Prairie Region;*
- (b) **accountability** to the membership;*
- (c) union **values**;*
- (d) recognition of **equity** seeking groups;*
- (e) **cost effectiveness, efficiency and transparency**; and*
- (f) **proactive** representation of the membership.”*

Specific PRC Representatives’ duties and responsibilities are described under **Section 6, Sub-Section (3)-(9)** of the By-Laws. While many of the By-Laws sections are identical for all Reps, for ease of reference, information is categorized in separate sections as outlined in the By-Laws.

To be eligible to participate on the PRC, you must be a member in good standing. If you are subject to discipline during your term of office resulting in a suspension or expulsion by the NBOD, you are no longer eligible to participate and your alternate will assume the duties of the position. During the period of an investigation, in accordance with Section 14 of the By-Laws, the PRC has the authority by a two-thirds (2/3) majority vote to temporarily relieve you of your duties until such time as the investigation is concluded and a decision rendered.

In accordance with PSAC Constitution, Section 4, Sub-Section (2), if you are on leave without pay from your employer and not paying membership dues, you are not considered a member in good standing unless you make such request, in writing, to the National President. Members who hold office and who are seeking to maintain such office are also required to request approval of the AEC to continue to hold office (refer to Regulation 5). Attendance at conferences and conventions also requires AEC approval. It is your responsibility to notify and consult with the REVP immediately to ensure you are eligible to maintain your PRC position.

If you are on leave from your employer and on term with PSAC as a staff person in any classification, you may be required to request a leave of absence from the PRC or resign your position. The general guideline is that when you become eligible to pay union dues to a staff union (CULE, AEU or UNIFOR), you can no longer continue as an elected officer as it is deemed a conflict of interest. If you are a term employee of PSAC for a period less than four (4) months and not paying union dues to a staff union, you are required to take LWOP from PSAC to participate in PRC activities if they occur during your normal working hours.

2.2 REGIONAL EXECUTIVE VICE-PRESIDENT

“Section 6, Sub-Section (1)

*The **Regional Executive Vice-President (REVP)** shall, in addition to Section 13, Sub-Section (4) (b) of the PSAC Constitution:*

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) assume responsibility for the production and distribution of minutes from the PRC meetings within a timely manner;*
- (c) serve as an ex-officio member of all PRC Committees;*
- (d) submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention; and*
- (e) interpret the By-Laws.”*

“PSAC Constitution, Section 13, Sub-Section (4)

(a) Notwithstanding any other Section of this Constitution, the AEC may delegate any or all of its authority as it relates to the various regions, to the applicable REVP.

(b) The authority outlined in Section 13, Sub-Section (4) (a) shall include, but not be limited to, the following duties and responsibilities:

- be the political voice for the PSAC in their region;*
- act as the liaison officer between the PSAC and the Canadian Labour Congress Federations of Labour;*
- be the political voice of the PSAC on the applicable Federation of Labour;*
- chair meetings of the Council and other regionally-determined bodies where appropriate;*
- administer PSAC Centre services, and implement PSAC programs in their region by developing and adopting, at the AEC, budget projections and breakdowns for each fiscal year, and forwarding the appropriate funds to each region.*
- administer and manage the regional education budget;*
- participate on the AEC with voice and vote; and*
- perform any other duties assigned by the National President.”*

2.3 ALTERNATE REGIONAL EXECUTIVE VICE-PRESIDENT

“Section 6, Sub-Section (2)

*The **Alternate Regional Executive Vice-President (A/REVP)**, shall, but not be limited to:*

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) perform the regional duties of the REVP in their absence including PRC activities and other activities within the Prairie Region;*
- (c) attend meetings of the PRC;*
- (d) submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention; and*
- (e) perform other duties and responsibilities as determined by the PRC and/or the REVP.”*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as “identify, articulate and address all needs and issues important to the Prairie Region members,” and “encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure,” as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the *By-Laws* as well as review the *By-Laws* in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) perform the regional duties of the REVP in their absence including PRC activities and other activities within the Prairie Region;

In the event that the REVP is incapacitated or unavailable due to an emergency, the A/REVP may be required to chair meetings or events such as PRC meetings/conference calls, Prairie Region Triennial Convention or PRC Committee meetings. You should be familiar and comfortable with rules of order (Bourinet’s Rules of Order). Also, you should have a thorough knowledge of the *By-Laws & Regulations* as well as the PSAC Constitution & Regulations in their entirety.

Also, you may be required to convene or lead an investigation committee on behalf of the Prairie Region, in accordance with the PSAC Constitution, Regulation 19.

As the REVP is the political voice of the membership in a region that encompasses three provinces, you should be prepared to do media interviews and know the issues of concern for members in the region. For more information, refer to Section 3.5 in this Handbook: Communications, “Media & Public Speaking”.

You should ensure that you regularly check the national and regional websites and Facebook and also become familiar with the various Federations of Labour and issues they are addressing.

c) attend meetings of the PRC;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

d) submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

e) perform other duties and responsibilities as determined by the PRC and/or the REVP;

Refer to Section 3.4 “PRC COMMITTEES”

2.4 GEOGRAPHICAL REPRESENTATIVES

“Section 6, Sub-Section (3)

The Geographical Representatives shall:

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) communicate with Locals/Branches in their geographic areas;*
- (c) attend PRC meetings and shall be the spokesperson for members in the geographic area under their jurisdiction;*
- (d) promote the creation of Area Councils in their geographic areas;*
- (e) submit a written report of their activities to each regular meeting of the PRC and the Prairie Region Triennial Convention;*
- (f) promote representation in groups who defend the interests of members in the geographic areas under their jurisdiction; and*
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.”*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as “identify, articulate and address all needs and issues important to the Prairie Region members,” and “encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure,” as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the *By-Laws* as well as review the *By-Laws* in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) communicate with Locals/Branches in their geographic areas;

Refer to Section 3.5 “COMMUNICATIONS”

While it is not possible (financially or otherwise) for you to visit every local, it is your responsibility to set up a communication network that ensures you are receiving information from the locals and that they are receiving information from you. You may request the use of the Prairies teleconference line at any time by making such request to the REVP’s office.

c) attend PRC meetings and shall be the spokesperson for members in the geographic area under their jurisdiction;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING

d) promote the creation of Area Councils in their geographic areas;

Geographical Reps shall promote the creation of Area Councils in their geographic areas as outlined in Section 15 of the PSAC Constitution.

The organization and operation of an Area Council should be encouraged by the PSAC as a matter of policy, provided that not more than one Area Council may be organized in

any area that can be reasonably encompassed by an existing Area Council. Area Councils may be organized where there are at least three Components and/or DCLs willing to participate and upon application to the AEC.

As a Geographical Rep, your objective is to work with Locals/Branches in your respective geographic area to encourage their participation not only with their nearest Area Council but also any committees (e.g. Human Rights, Women's, etc.).

While you are encouraged to participate in committee meetings in your geographic area, these committees have specific representatives on the PRC who will report on their behalf.

e) submit a written report of their activities to each regular meeting of the PRC and the Prairie Region Triennial Convention;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

f) promote representation in groups who defend the interests of members in the geographic areas under their jurisdiction;

You should participate in, and work together with, various community groups that share common interests with the members they represent.

Below is a list of some suggested structures within the labour movement, as well as community groups and organizations that you may choose to research and work with. These committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **Geographical Reps:** PSAC Area Councils, District Labour Councils, Federations of Labour, active social justice and advocacy organizations in your geographic area.

g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

Refer to Section 3.4 "PRC COMMITTEES"

2.5 REGIONAL WOMEN'S COMMITTEES REPRESENTATIVE

“Section 6, Sub-Section (4)

The Regional Women's Committees Representative shall:

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) promote the establishment of Prairie Regional Women's Committees as outlined under Section 15 of the PSAC Constitution;*
- (c) communicate with the Prairie Regional Women's Committees;*
- (d) attend PRC meetings and shall be the spokesperson for the Prairie Regional Women's Committees;*
- (e) submit a written report of the representative's activities and those of the Prairie Regional Women's Committees to the Prairie Regional Women's Committees, the PRC meetings and the Prairie Region Triennial Convention;*
- (f) promote representation in groups who defend women's interests; and*
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.”*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as “identify, articulate and address all needs and issues important to the Prairie Region members,” and “encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure,” as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the *By-Laws* as well as review the *By-Laws* in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) promote the establishment of Prairie Regional Women's Committees as outlined under Section 15 of the PSAC Constitution;

You are responsible for the promotion of the creation of new RWC's as outlined under Section 15 of the PSAC Constitution.

The organization and operation of RWC's should be encouraged by the PSAC as a matter of policy, provided that not more than one Committee of that nature may be organized in any area that can be reasonably encompassed by an existing Committee. Committees may be organized where there are at least three Components and/or DCLs willing to participate and upon application to the AEC. Committee meetings shall be held at least four (4) times a year and shall be fully funded by the PSAC. For full terms and conditions, please consult Section 15, Sub-Section (1)-(5) of the *PSAC Constitution and Regulations*.

c) communicate with the Prairie Regional Women's Committees;

Refer to Section 3.5 “COMMUNICATIONS”

While it is not possible (financially or otherwise) for you to attend all meetings of each RWC, it is your responsibility to set up a communication network that ensures you are

receiving information from the committees and that they are receiving information from you. You may request the use of the Prairies teleconference line at any time by making such request to the REVP's office.

d) attend PRC meetings and shall be the spokesperson for the Prairie Regional Women's Committees;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

e) submit a written report of the representative's activities and those of the Prairie Regional Women's Committees to the Prairie Regional Women's Committees, the PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

f) promote representation in groups who defend women's interests;

You should participate in, and work together with, various community groups that share common interests with the members you represent. As you are responsible for committees in three provinces, it is your responsibility to work with the RWC's to identify groups throughout the Prairie Region that are working to defend women's interests.

Below is a list of some suggested committees within the labour movement, as well as community groups and organizations that you may choose to communicate with. These committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **RWC Rep:** MFL Women's Committee, SFL Women's Committee, AFL Women's Committee, Child Care Advocacy Association of Canada, Sisters in Spirit, Womanspace Resource Centre, FemRev Collective, Native Women's Association of Canada, DisAbled Women's Network ...

g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

With the new structure of the PSAC National Human Rights Committee (NHRC), you will be required to attend meetings of the NHRC, report on activities in the region and report back to the REVP & RWC's in the region on the work of the NHRC.

Also, you may be required to participate in planning for the National Equity Conferences.

Refer to Section 3.4 "PRC COMMITTEES"

2.6 EQUITY GROUP REPRESENTATIVES

(Includes the Aboriginal Peoples, Persons with Disabilities, Racially Visible Persons and Gay, Lesbian, Bisexual, Transgender Persons)

“Section 6, Sub-Section (5)

*The **Equity Group Representatives** (Aboriginal Peoples, Persons with Disabilities, Racially Visible Persons and Gay, Lesbian, Bisexual and Transgendered Persons) shall:*

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) promote the establishment of Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees in the Prairie Region as per Section 15 of the PSAC Constitution;*
- (c) communicate with the Prairie Region Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees;*
- (d) attend the PRC meetings and shall be the spokesperson for the Prairie Region Equity Group members;*
- (e) submit a written report of the representative’s activities and those of the Prairie Region Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees to the Prairie Region Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees, the PRC meetings and the Prairie Region Triennial Convention;*
- (f) promote representation in the groups who defend the interest of the Equity Group members;*
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as “identify, articulate and address all needs and issues important to the Prairie Region members,” and “encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure,” as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the *By-Laws* as well as review the *By-Laws* in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) promote the establishment of Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees in the Prairie Region as per Section 15 of the PSAC Constitution;

You are responsible for the promotion of the creation of new committees as outlined under Section 15 of the PSAC Constitution. The organization and operation of the various committees should be encouraged by the PSAC as a matter of policy, provided that not more than one committee of that nature may be organized in any area that can be reasonably encompassed by an existing committee. Committees may be organized where there are at least three Components and/or DCLs willing to participate and upon application to the AEC. Committee meetings shall be held at least four (4) times a year and shall be fully funded by the PSAC. For full terms and conditions, please consult Section 15, Sub-Section (1)-(5) of the *PSAC Constitution and Regulations*. Something to note when determining whether to pursue establishing a committee, if a specific equity committee is formed, members from that equity group will no longer participate on the Human Rights Committee (possibly only as an ally to other equity groups if the

committee, by practice, welcomes allies). They would no longer be eligible to hold an executive position on a Human Rights Committee.

Before pursuing the creation of a new committee, particularly a committee specific to one equity group, you may want to consult with the other Equity Reps to discuss the implications to an established Human Rights Committee. If the HRC would be functionally compromised or the new committee would have few volunteers, it may be more effective to work together as one Human Rights Committee.

c) communicate with the Prairie Region Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees;

Refer to Section 3.5 “COMMUNICATIONS”

While it is not possible (financially or otherwise) for you to attend every committee meeting, it is your responsibility to set up a communication network that ensures you are receiving information from the committees and that they are receiving information from you. You may request the use of the Prairies teleconference line at any time by making such request to the REVP’s office.

d) attend the PRC meetings and shall be the spokesperson for the Prairie Region Equity Group members;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

e) submit a written report of the representative’s activities and those of the Prairie Region Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees to the Prairie Region Pride, Access, Aboriginal Peoples, Racially Visible Persons or Human Rights Committees, the PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

f) promote representation in the groups who defend the interest of the Equity Group members;

You should participate in, and work together with, various community groups that share common interests with the members you represent. As you are responsible for committees in three provinces, it is your responsibility to work with the various committees and members to identify groups throughout the Prairie Region that are working to defend the interest of your equity group.

Below is a list of some suggested committees within the labour movement, as well as community groups and organizations that you may choose to communicate with. These committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **Aboriginal Peoples Rep:** PSAC National Aboriginal Peoples' Circle, SFL Aboriginal Committee, AFL Workers of Colour and Aboriginal Workers Committee, Native Women's Association of Canada...
- **Persons with Disabilities Rep:** MFL Health & Safety/Environment Committee, SFL Occupational Health and Safety Committee, AFL Health & Safety Committee, Manitoba League of Persons with Disabilities Inc., Council of Canadians with Disabilities, DisAbled Women's Network...
- **Racially Visible Persons Rep:** AFL Human Rights and International Solidarity Committee, Amnesty International...
- **GLBT Persons Rep:** SFL Solidarity & Pride Committee, AFL Pride & Solidarity Committee, EGALE Canada, PFLAG, Various GLBT student groups or resource centres...

g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

With the new structure of the PSAC National Human Rights Committee (NHRC), you will be required to attend meetings of the NHRC, report on activities in the region and report back to the REVP, committees and members in the region on the work of the NHRC.

2.7 DIRECTLY CHARTERED LOCALS REPRESENTATIVE

"Section 6, Sub-Section (6)

*The **Directly Chartered Locals Representative** shall:*

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) communicate with the Prairie Region Directly Chartered Locals;*
- (c) attend the PRC meetings and shall be the spokesperson for the Directly Chartered Locals;*
- (d) submit a written report of the representative's activities and those of the Directly Chartered Locals in the Prairie Region to the Directly Chartered Locals, PRC meetings and the Prairie Region Triennial Convention;*
- (e) promote representation in the groups who defend the interests of the Directly Chartered Locals members;*
- (f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.*
- (g) promote discussions between DCL's to aid in mutually benefiting projects and priorities within the Prairie Region."*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as "identify, articulate and address all needs and issues important to the Prairie Region members," and "encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure," as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the By-Laws as well as review the By-Laws in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) communicate with the Prairie Region Directly Chartered Locals;

Refer to Section 3.5 “COMMUNICATIONS”

While it is not possible (financially or otherwise) for you to visit every DCL, it is your responsibility to set up a communication network that ensures you are receiving information from the locals and that they are receiving information from you. You may request the use of the Prairies teleconference line at any time by making such request to the REVP’s office.

c) attend the PRC meetings and shall be the spokesperson for the Directly Chartered Locals;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

d) submit a written report of the representative’s activities and those of the Directly Chartered Locals in the Prairie Region to the Directly Chartered Locals, PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

e) promote representation in the groups who defend the interests of the Directly Chartered Locals members;

You should participate in, and work together with, various community groups that share common interests with the members you represent. As you are responsible for locals in three provinces, it is your responsibility to work with the DCL’s to identify groups throughout the Prairie Region that are working to defend their interests.

Below is a list of some suggested committees within the labour movement, as well as community groups and organizations that you may choose to communicate with. These committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **DCL Rep:** Canadian Federation of Students, Drop the Fees Campaign, Various university student unions...

f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP;

Refer to Section 3.4 “PRC COMMITTEES”

g) promote discussions between DCL's to aid in mutually benefiting projects and priorities within the Prairie Region.

With the increase of Directly Chartered Locals within the Prairie Region, there is a benefit to promoting open communication and networking between the DCL's. You can request a conference call at any time by submitting a request to the EA indicating the time and date requested and estimated length of call.

Once the EA ensures the conference line is available for the time you've requested, you will be provided with the conference call phone number, moderator passcode and participant passcode. Coordinating the conference call (checking participant availability, preparing and distributing the agenda and taking minutes if required) is your responsibility.

2.8 YOUNG WORKERS REPRESENTATIVE

“Section 6, Sub-Section (7)

The Young Workers Representative shall:

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) promote the establishment of Young Workers Committees in the Prairie Region as outlined under Section 15 of the PSAC Constitution;*
- (c) communicate with Young Workers in the Prairie Region;*
- (d) attend PRC meetings and shall be the spokesperson for the Young Workers in the Prairie Region;*
- (e) submit a written report of the representative's activities and those of the Young Workers Committees, PRC meetings and the Prairie Region Triennial Convention;*
- (f) promote representation in groups who defend Young Workers' interests;*
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.”*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as “identify, articulate and address all needs and issues important to the Prairie Region members,” and “encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure,” as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the *By-Laws* as well as review the *By-Laws* in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) promote the establishment Young Workers Committees in the Prairie Region as outlined under Section 15 of the PSAC Constitution;

You are responsible for the promotion of the creation of new committees as outlined under Section 15 of the PSAC Constitution. The organization and operation of the various committees should be encouraged by the PSAC as a matter of policy, provided that not more than one committee of that nature may be organized in any area that can be reasonably encompassed by an existing committee. Committees may be organized where there are at least three Components and/or DCL's willing to participate and upon application to the AEC. Committee meetings shall be held at least four (4) times a year and shall be fully funded by the PSAC. For full terms and conditions, please consult Section 15, Sub-Section (1)-(5) of the *PSAC Constitution and Regulations*.

c) communicate with Young Workers in the Prairie Region;

Refer to Section 3.5 "COMMUNICATIONS"

While it is not possible (financially or otherwise) for you to visit every committee (as they become established), it is your responsibility to set up a communication network that ensures you are receiving information from members and that they are receiving information from you. You may request the use of the Prairies teleconference line at any time by making such request to the REVP's office.

d) attend PRC meetings and shall be the spokesperson for the Young Workers in the Prairie Region;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

e) submit a written report of the representative's activities and those of the Young Workers' Committees to the PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

f) promote representation in the groups who defend Young Workers' interests;

You should participate in, and work together with, various community groups that share common interests with the members you represent. As you are responsible for committees in three provinces, it is your responsibility to work with the various committees and members to identify groups throughout the Prairie Region that are working to defend the interest of your equity group.

Below is a list of some suggested committees within the labour movement, as well as community groups and organizations that you may choose to communicate with. These

committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **Young Workers Rep:** MFL Young Members Committee, SFL Young Workers' Committee, and AFL Young Workers Committee...

g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

Refer to Section 3.4 "PRC COMMITTEES"

2.9 SEPARATE EMPLOYER REPRESENTATIVE

"Section 6, Sub-Section (8)

*The **Separate Employer Representative** shall:*

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) communicate with the Prairie Region Separate Employer Locals;*
- (c) attend the PRC meetings and shall be the spokesperson for the Separate Employer Locals;*
- (d) submit a written report of the representative's activities and those of the Separate Employer Locals in the Prairie Region to the Separate Employer Locals, the PRC meetings and the Prairie Region Triennial Convention;*
- (e) promote representation in the groups who defend the interests of the Separate Employer Locals members; and*
- (f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP."*

a) uphold and promote the mandate and objectives of the PRC;

b)

Representatives will fulfill such duties as "identify, articulate and address all needs and issues important to the Prairie Region members," and "encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure," as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the By-Laws as well as review the By-Laws in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) communicate with the Prairie Region Separate Employer Locals;

Refer to Section 3.5 "COMMUNICATIONS"

While it is not possible (financially or otherwise) for you to visit every local, it is your responsibility to set up a communication network that ensures you are receiving information from the locals and that they are receiving information from you. You may

request the use of the Prairies teleconference line at any time by making such request to the REVP's office.

c) attend the PRC meetings and shall be the spokesperson for the Separate Employer Locals;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

d) submit a written report of the representative's activities and those of the Separate Employer Locals in the Prairie Region to the Separate Employer Locals, the PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

e) promote representation in the groups who defend the interests of the Separate Employer Locals members;

You should participate in, and work together with, various community groups that share common interests with the members you represent. As you are responsible for locals in three provinces, it is your responsibility to work with the locals to identify groups throughout the Prairie Region that are working to defend their interests.

Below is a list of some suggested committees within the labour movement, as well as community groups and organizations that you may choose to communicate with. These committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **Separate Employer Rep:** AFL, MFL and SFL Workers Compensation Committees...

f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

Refer to Section 3.4 "PRC COMMITTEES"

2.10 AREA COUNCIL REPRESENTATIVES

“Section 6, Sub-Section (9)

The Area Council Representatives shall:

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) communicate with their respective Area Council;*
- (c) attend PRC meetings and shall be the spokesperson for members from their respective Area Council;*
- (d) submit a written report of the representative’s activities and those of the Area Council they represent to their respective Area Council, the PRC meetings and the Prairie Region Triennial Convention;*
- (e) promote representation in groups who defend the interests of members of their respective Area Council; and*
- (f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.”*

a) uphold and promote the mandate and objectives of the PRC;

Representatives will fulfill such duties as “identify, articulate and address all needs and issues important to the Prairie Region members,” and “encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure,” as per Section 2 (Mandate) and Section 3 (Objectives) of the *By-Laws*.

You should familiarize yourself with these sections of the *By-Laws* as well as review the *By-Laws* in their entirety as a way of orienting yourself to the structure and purpose of the PRC.

b) communicate with their respective Area Council;

Refer to Section 3.5 “COMMUNICATIONS”

As the elected representative for your Area Council, it is expected that you will make every effort to attend as many meetings of the Area Council as possible. At your discretion, it is your responsibility to bring forward issues or concerns raised at an Area Council meeting that the REVP should be notified of. In general terms, Area Councils should be encouraged to direct questions or concerns to their respective elected representative before contacting the REVP’s office.

c) attend PRC meetings and shall be the spokesperson for members from their respective Area Council;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

d) submit a written report of the representative’s activities and those of the Area Council they represent to their respective Area Council, the PRC meetings and the Prairie Region Triennial Convention;

Refer to Section 3.3 “PREPARING FOR A PRC MEETING”

e) promote representation in groups who defend the interests of members of their respective Area Council;

You should participate in, and work together with, various community groups that share common interests with the members they represent.

Below is a list of some suggested committees within the labour movement, as well as community groups and organizations that Reps may choose to affiliate themselves with. These committees, groups, and organizations share the same values as PSAC and our members and are valuable resources for support and networking.

**This list is only meant to be a guideline and is by no means exhaustive. Some groups may be applicable to multiple Reps and the members they represent in their respective positions.*

- **Area Council Rep:** AFL Political Action Committee, AFL Environment Committee, AFL Education Committee, Federation of Labour, District Labour Councils, and Canadian Centre for Policy Alternatives...

f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

Refer to Section 3.4 “PRC COMMITTEES”

3. GENERAL INFORMATION

3.1 TRAINING

Training is a key resource that will assist Reps in completing their functions. An orientation session will be held at the first PRC meeting following convention to assist you with an understanding of roles and responsibilities.

You are encouraged to take as much training as possible. Courses offered within the PSAC Prairie Region from time to time are listed below. Some courses may be designed specifically for new members, union stewards, or certain equity groups and may not be open to everyone.

- Advanced Steward Training
- Alliance Facilitators' Training Program (AFTP)
- Building An Inclusive Union
- Bullying in the Workplace
- Convention Preparation Training
- Duty to Accommodate Workshop
- Elect Your Future
- Facilitation Skills for Union Leaders
- Facilitation Skills for Union Stewards

- Facing Management
- Grievance Handling
- Health & Safety Activism
- National Aboriginal Peoples' Circle (NAPC) Course for Aboriginal, Inuit and Metis members
- Resolution Writing Workshop
- Talking Union Basics (TUB)
- Training for New Local Officers
- Understanding and Interpreting the Collective Agreement
- Unionism on Turtle Island
- Women at Work
- Young Workers in Action

In addition to the courses listed above, regional leadership will also have the opportunity to take training specific to leaders (e.g. Leadership Summit).

When commencing your term, you can also ask your predecessor for assistance and advice. This form of mentoring can be advantageous if the relationship allows.

First and foremost, familiarize yourself with the By-Laws and Regulations and the applicable sections of the Constitution and Regulations as they relate to activities within the region.

3.2 FINANCIAL/BUDGET INSTRUCTIONS

All funding for the operation of the Prairie Region Council is derived from the budget passed at the Prairie Region Triennial Convention. Convention delegates have the opportunity to review financial reports from the current budget cycle in preparation for debate and approval of a budget for the upcoming three-year cycle.

The PRC has no mechanism to increase the overall amount of the budget. At the PSAC National Triennial Convention (held the year following the regional convention), delegates approve a national budget that may or may not include a member dues increase. A line item within the budget specifies the amount of money that is allocated to each REVP for operation of their region.

The Prairie Region budget is always based on the current entitlement, as it is unknown at the time of the regional convention what, if any, increase will be approved by delegates to the PSAC National Triennial Convention.

The REVP in consultation with the PRC Finance Committee and the PRC as a whole is responsible to ensure that expenditures do not exceed the overall total of the budget over the course of the three-year budget cycle.

Council Members Expense Claim Procedures

All PRC Reps are entitled to reimbursement of expenses in the course of their duties and responsibilities, with the exception of Internet, cellular and home phone charges.

It is your responsibility to ensure that you have approval to expend Council monies or travel prior to the expenses being incurred. Failure to obtain prior approval may result in the claim reimbursement being denied.

It is also your responsibility to ensure that claims are being submitted in a timely manner.

All claims must be submitted to the REVP's office through the PSAC online claim process. A PSAC expense claim is required for reimbursement of expenses. See Appendix 1 for links to the PSAC home page to log in as a member to complete the online claim process.

Travel Guidelines/Policy

Any travel outside of planned PRC meetings must be pre-authorized by the REVP.

Travel Expenses will be paid according to the PSAC Travel Policy, listed on the PSAC National website: <http://psacunion.ca/psac-travel-policy>.

When you have been authorized to travel during normal working hours, reimbursement for your loss of salary will be made based on the fastest means of travel available to you. In general, pending availability of flights, loss of salary for travel time will be limited to a maximum half day. If you choose to take an earlier flight or go a day prior, you will still only be entitled to a maximum of half day based on the time of the flight you would have been booked on unless the reimbursement has been pre-authorized by the REVP. Any penalty cost incurred as a result of changes or cancellations made by you after the ticket has been issued will be your responsibility. With the exception of emergencies and in cases where it can be proven to be cost effective, members are responsible for these fees.

Due to its unionized workforce, Air Canada is the only national airline used at this time. For PRC meetings, you will receive a notice from the EA when flights can be booked. It is your responsibility to contact WE Travel (1-888- 676-7747) within the timelines to book your flight. After you have made your travel arrangements, WE Travel then contacts the EA for final approval before the ticket is issued to you. The only admissible fares covered are Tango and Tango Plus.

Prior approval by the REVP is required if you choose to travel by private vehicle where commercial transportation would have been available (*i.e. air*). **You will be reimbursed**

at the applicable mileage rate up to the cost of the most economical commercial transportation. Loss of salary will be paid only for the period of absence that would have been necessary had air travel been used. Any exceptions will require the prior approval of the REVP.

3.3 PREPARING FOR A PRC MEETING (Face-to-Face)

The PRC is required by the By-Laws to meet face-to-face a minimum of twice per year. Other conditions regarding planning for and executing meetings are governed by Section 7 of the By-Laws

“SECTION 7 PRAIRIE REGION COUNCIL MEETINGS

- (a) The PRC shall meet in session at least two (2) times a year or upon the request of two-thirds (2/3) of its members, to conduct a special meeting.*
- (b) Additional meetings may take place through teleconferencing, other available technology, and various cost saving initiatives.*
- (c) The PRC meetings will be rotated throughout the Prairie Region.*
- (d) For decision making purposes a quorum shall consist of the REVP or the A/REVP and 50 per cent of the Council members, ensuring representation from all three provinces.*
- (e) Minutes of all PRC meetings shall be posted on the Prairie Region’s website within two months, including approval by the PRC.:*

With the exception of a special meeting at the request of two-thirds (2/3) of the PRC, the REVP in consultation with the PRC may call additional face-to-face meetings particularly if they coincide with other meetings or events. You are also required to participate in additional meetings, including but not limited to training sessions or conference calls.

BEFORE THE DATE IS SET

Before determining possible dates for a PRC meeting the EA to the REVP will consult the PSAC Calendar of Events to ensure our meeting does not conflict with any component or national events. The EA will also determine the location of the meeting based on previous meetings and will check hotel and meeting room availability prior to canvassing you. In the event that a meeting cannot be held in the next location in the rotation, a decision may be made by the REVP and PRC members to go to the next location in the rotation where hotel rooms and meeting space are available.

The EA to the REVP will send an email to you requesting a response indicating your availability. With a Council of 24 members, it is extremely challenging to find a date that works so you are expected to respond within the required deadline. If it is not possible to find a date where all members are available, the REVP will make a determination of the date based on information you provided to the EA.

ONCE A DATE IS CONFIRMED

When a meeting is scheduled, you will be provided (via email from the EA) with a letter to request LWOP from your employer and if applicable a letter approving PSAC will reimburse the employer for the dates designated, make your travel arrangements and also reply if you require an advance for loss of salary or travel expenses. Advances for loss of salary are requested from Ottawa and must be submitted a minimum of four (4) weeks prior to the meeting. Requests for advances received after the deadline cannot be processed.

Usually, a hotel room will be booked for you by the EA. Upgrades or special requests with the exception of identified accommodation requests will be your personal responsibility. Only the room charges, taxes and parking will be reimbursed. Other charges such as phone calls, Internet, movies or room service will be your responsibility. Most hotels require guests to provide a credit card at check in to cover any incidentals. If you do not have a credit card, it is your responsibility to advise the EA prior to arrival so that other arrangements may be made.

Prior to the PRC meeting, a request will be sent out for agenda items. You should advise the EA of the REVP of any items, including background information, you wish to have included on the agenda of the PRC meeting. In order to ensure that the appropriate documents or reference material is available or if research is required prior the meeting, agenda items with the exception of emergency issues will not be accepted after the deadline. An emergency issue is one that occurred after the deadline for agenda items.

If you are unable to attend a PRC meeting, you are required to notify the REVP's office. Unless a PRC member resigns from Council or is granted a leave of absence for an extended period of time, Alternates will not be approved to participate.

REPORTING REQUIREMENTS AS OUTLINED IN THE BY-LAWS

All PRC members, including the REVP, must submit a written report to each scheduled PRC meeting (not including special meetings or conference calls). Your report should be emailed to the EA of the REVP no less than one month prior to the date of the scheduled meeting, or by the deadline specified by the EA in the call out for reports and agenda items.

The report should outline your activities covering the period since the last Council meeting. This may include events attended, lobbying activities, bargaining or organizing updates specific to the units you are responsible for, community outreach, etc. For an example, please see the sample report included in Appendix 4 (pg.48) of this package.

To assist with formatting, reproduction and posting to the website, reports must be submitted in plain Arial, size 12 font, with limited formatting and no graphics, tables or photos. Reports will be reproduced as submitted (e.g. no editing or spell-checks).

Additionally, each Rep may be required to report on committee activities under their jurisdiction. For example, Area Council Reps are required to report on activities of the Area Council they represent, Separate Employer and DCL Reps are required to report on activities and issues from the locals they represent, the RWC Rep is required to report on activities of all RWC's in the region and the Young Worker Rep is required to report on Young Workers Committees as they become established.

Where committees exist that are specific to one equity group (e.g. Regional Aboriginal Peoples Circle), the PRC equity Rep is required to report on their behalf. For Human Rights Committees that encompass all equity groups, the four PRC Equity Reps should, at the beginning of their terms, discuss and divide responsibility for the various committees to determine who will report for each committee.

Specifically for Geographical Reps, Locals/Branches participating in an Area Council should bring issues forward through their Area Council. As a Geographical Rep, you should be communicating with Locals/Branches not participating and are responsible to bring their issues forward to the PRC.

Some items to consider including in your report are:

- If you wrote a letter to the editor of a local newspaper (whether it was published or not), including a link to the letter.
- If you participated in media interviews on an issue, including links to the media clippings.
- If you lobbied a political representative (including MP, MLA, or City Councilor; on the phone, via email or letter, or in person), and the details of the issue and discussion.
- If you attended a meeting or event, including PSAC Committee or Area Council meeting, committee meeting of any labour affiliate, PSAC affiliated event, conference or training, etc.
- If you spoke on behalf of PSAC at a rally, course, AGM, etc.
- If you liaised with a community group or organization.
- Updates on bargaining or organizing, specific to your Locals (DCL or Separate Employer Reps)
- Updates on developing issues relating to the specific members you represent, including new legislation, workplace policies or PSAC achievements (Equity Reps)
- Updates on Committee or Area Council meetings and events, specific to the Committee(s) or Area Council you represent (Area Council Reps, Equity Reps)

Activities unrelated to the PRC such as local or component activities (grievances, local/branch issues, meetings, etc.) should not be included. As the requirement to report to PRC meetings is vested in the By-Laws, there is accountability to the membership. Minutes of face-to-face PRC meetings will indicate reports received within the prescribed timeframes, reports received late but prior to circulation of the agenda and where no report was received.

Additionally, six months prior to the Prairie Region Triennial Convention, you will be required to prepare a term report. The report should be submitted electronically to the Executive Assistant of the REVP within the timeframes identified. As it is a major task to prepare the convention reports and get them to delegates within prescribed timelines, late reports will not be included in the convention delegate package. Reports will be submitted as received with no editing or changes. If you are unsure or need assistance, you may contact the Regional Communications Officer for advice (before the deadline). For Reps who submit late or do not submit a report, the convention delegate package will identify as no report submitted.

Your term report to Convention is a written account of your activities during your term in office. It should include at a minimum the following information:

- Accomplishments in your respective jurisdiction or area of responsibility
- Key issues resolved, unresolved and ongoing in your respective jurisdiction or area of responsibility
- Union issues resolved, unresolved and ongoing in your respective jurisdiction or area of responsibility
- Lessons learned and best practices
- Challenges for the next mandate

In order to assist you in the preparation of your report, it is recommended that you keep detailed notes throughout your mandate. The report need not be lengthy or extensive. It can be two to three pages and may be compiled using information from previously submitted reports.

DURING THE MEETING

PRC members are expected to attend all sessions of a PRC meeting with the exception of illness or prior approval of the REVP. Failure to attend all sessions will result in expenses not being reimbursed.

During session, PRC members who have submitted activity reports will be entitled to provide additional information or updates for activities that occurred after the report was submitted. In keeping with past practice, Reps who did not submit a report or submitted late, will not have an opportunity to present a verbal report or update.

All decisions of the PRC are made through consensus with the exception of instances where a recorded vote is necessary. These instances may include but are not limited to voting on investigation reports, resolutions to convention issues or where it is determined that consensus is not possible.

FOLLOWING THE MEETING

Following the meeting, you will receive a draft copy of the minutes for your approval. It is imperative that you review the draft minutes and respond in a timely manner to allow us to meet the requirements of By-Laws, Section 7 (e).

3.4 PRC COMMITTEES

Section 8 of the By-Laws authorizes the establishment of PRC committees. At each meeting immediately following a regional convention, you will be asked to provide to the REVP your preference for a committee.

“SECTION 8

PRAIRIE REGION COUNCIL COMMITTEES

(a) The PRC shall have the authority to, and the responsibility for establishing operational committees as needed and the following standing committees:

Education Committee

Health & Safety Committee

Finance Committee

Communications Committee

By-Laws Committee

(b) Appointments to committees shall be made by the REVP, in consultation with and ratified by the PRC members, keeping in mind gender and equity representation.

(c) All PRC Committees shall submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention.

(d) The PRC shall establish Terms of Reference to guide the work and activities of each committee.”

As stated in the By-Laws, you will be required to participate in one of five Committees:

- Education Committee
- Health & Safety Committee
- Finance Committee
- Communications Committee
- By-Laws Committee

At the PRC meeting immediately following the Prairie Region Triennial Convention, you will be asked to consider which committee you would like to participate in and advise the REVP of your choice in order of preference. Alternates who are required to assume a PRC position during the term will take the place of the Rep who has vacated the position.

In addition to these committees, special committees can be formed on an adhoc basis and you may be asked or required to participate. Examples include planning committees for a Separate Employer/DCL Conference where the SE & DCL Reps would be required to participate.

Regardless of the elected position you hold, as a committee member you represent all members. For example, an Equity Rep may have to contact Area Councils for information, the Separate Employer Rep may have to contact a Treasury Board local, etc.

Each committee will have a staff person assigned as a resource. The staff person is not responsible to guide the work of the committee or perform administrative functions like calling a meeting, taking minutes or preparing reports. With the exception of planning for conferences or coordinating a review of the regional education plan, in general, staff participates to help facilitate the work of the committee and provide information and guidance.

There is no budget line item specific for committee meetings or activities. With the exception of conference call charges (covered by the REVP office or Regional Office budget) any expenses incurred to participate must come out of the Council members expenses line item and require prior approval from the REVP.

Similarly to PRC Rep term reports, PRC Committees are required to submit a term report six months prior to the Prairie Region Triennial Convention. The report should be submitted electronically to the Executive Assistant of the REVP within the timeframes identified. The report should be prepared by the Committee Chair, in consultation with Committee members, and outline the work of the Committee since the last regional convention.

3.5 COMMUNICATIONS

Each PRC Rep is responsible to communicate with an identified constituency. To be effective and to fulfill your responsibilities as defined in the By-Laws, you will need to determine the best way to communicate with the members/committees you represent.

All Reps must identify the preferred email address they choose to use for PRC business, which will be listed on the PSAC Prairie Region website, and used for communication with the REVP's Office. For those who choose, we will assign an official PSAC email address and provide instructions for use. Reps are expected to check their e-mail on a regular basis and respond to requests and inquiries from members when appropriate. If the Rep cannot, for good reason, respond to e-mail inquiries from members, it is their responsibility to forward them to the REVP for action.

Reps will also receive information from the REVP or the PSAC Regional Offices. Depending on the information, you may be requested to forward this information to the members you represent.

At the start of your term, you will be provided with email contact information from a variety of sources (Regional Offices, email circulation lists, REVP's office). You should continue to build on this email list as contacts are added or changed. Where possible,

you should communicate with your constituency via personal e-mail addresses. If work email addresses are the only option available, you should advise members that they might not receive all information. Discretion should be used when distributing info to ensure political or strategic information is not communicated via employer email.

Periodically, the REVP's Office will request a copy of your contact information so that it is maintained in a central location. As Reps change, computers malfunction or if a Rep is not available to circulate urgent information, it is imperative to ensure the information is always available.

As much of the work of the PRC is done via email, **it is imperative that you not only check your email regularly but that you respond.** The By-Laws identify several timeframes that must be met for posting minutes, budget information, reports, etc. and if we do not have quorum of the PRC, we, as a whole, are in violation of our By-Laws.

Working with PSAC Committees & Area Councils

Each PRC Rep, with the exception of Geographical, Separate Employer and DCL Reps, is responsible to ensure that the committee(s) or area council you represent meets their reporting requirements to remain in good standing. This includes ensuring the annual reporting package is completed and submitted within the required time frames, that meeting notices are posted on the website by regional office admin staff, minutes are completed and posted on the website, and that the committee or area council is meeting the required minimum of four (4) times per year. In the event these requirements are not being met you should contact the REVP to discuss the situation and determine an appropriate course of action.

For Reps who are responsible for several committees or groups in several locations, you can request a conference call at any time. You should submit a request to the EA indicating the time and date requested and estimated length of call. Once the EA ensures the conference line is available for the time you've requested, you will be provided with the conference call phone number, moderator passcode and participant passcode. Coordinating the conference call (checking participant availability, preparing and distributing the agenda and taking minutes if required) is your responsibility. As there is no additional cost, you may wish to include your Alternate(s) in these activities.

All Reps are encouraged to communicate with each other, particularly those with similar responsibilities. For example, Area Council Reps may coordinate a conference call to discuss issues of concern or to develop strategies or actions, Equity Reps may coordinate a call to review how committees are operating or to share information with the group as a whole. Requests for a conference call should be requested to the EA as indicated above.

Working with PSAC Staff

You may receive communications from PSAC staff requesting assistance or information. You are encouraged to build a relationship and work with staff. The majority of staff are part of a bargaining unit and you should be aware of the distinction between bargaining unit work and work of an elected officer. Assignment of duties for staff is the responsibility of the Regional Coordinator. If you require assistance of staff outside of normal communications, you should send the request to the REVP who will coordinate with the Regional Coordinator.

Media and Public Speaking

As the elected leaders in the Prairies, you will be required to speak to media or to speak on behalf of the Prairie Region at various events. Wherever possible, the Regional Communications Officer will provide you with key messages or background information to assist you in preparing. In advance, you may contact the Regional Communications Officer at any time to assist. At the first PRC meeting following convention, the Regional Communications Officer will provide training to all Reps to assist with this function. Reps who join the PRC after this meeting will work directly with the Regional Communications Officer to get the training.

Media releases for region-wide issues or events will be issued by the REVP's office with a copy sent to all PRC reps. For media releases specific to an area (town/city or province), media releases may be drafted by Regional Office staff in coordination with PRC reps. All media releases are to be sent to the Regional Communications Officer prior to being issued to ensure that the branding and key messaging is consistent.

If you are interviewed for media or media is present at an event, you should advise the Regional Communications Officer as he/she is required to report to the national communications team on any media contact within the region. We require a bio from each PRC member to post on the Prairies website. We also may need to use the bios to distribute to media if you are spokesperson at an event, to introduce you as a speaker if you are making a presentation, or to reference in course materials if you are presenting or facilitating at a course or conference.

The main goals of a bio are to give the reader an accurate sense of who you are and what you do, to establish expertise and credibility, and to qualify your experience and background. All of these elements combine to develop trust in you and your position.

Your bio should be written in the third person, using "he/she" instead of "I." Keep your bio as short as possible, only including the information that needs to be included, and split it into short paragraphs to make it easier to digest. You can modify and update your bio as needed to reflect changes and to keep it fresh. Email any updates to the Regional Communications Officer as they are required.

For a bio worksheet and sample bio, refer to Appendix 3.

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A.1 USEFUL LINKS

PUBLIC SERVICE ALLIANCE OF CANADA

- PSAC National
<http://psacunion.ca>
- PSAC Constitution
<http://psacunion.ca/psac-constitution-and-regulations>
- PSAC Travel Policy
<http://psacunion.ca/psac-travel-policy>
- PSAC Family Care Policy
<http://psacunion.ca/family-care-policy>

PSAC PRAIRIE REGION

- PSAC Prairie Region
<http://prairies.psic.com>
- PRC Finances
<http://prairies.psic.com/our-organization/prc-finances>
- Prairie Region Bylaws
<http://prairies.psic.com/our-organization/prairie-region-bylaws>

LABOUR AFFILIATES

- Canadian Labour Congress (CLC), Prairie Region
<http://www.canadianlabour.ca/prairie-region>

Alberta:

- Alberta Federation of Labour (AFL)
<http://www.afl.org>
- Calgary & District Labour Council (CDLC)
<http://thecdcl.ca>
- Edmonton and District Labour Council (EDLC)
<http://www.edlc.ca>

Saskatchewan:

- Saskatchewan Federation of Labour (SFL)
<http://www.sfl.sk.ca>
- Moose Jaw & District Labour Council
Find on Facebook
- Regina District Labour Council
Find on Facebook
- Saskatoon & District Labour Council (SDLC)
<http://www.saskatoondlc.ca>

Manitoba:

- Manitoba Federation of Labour (MFL)
<http://mfl.ca>
- Brandon and District Labour Council
Find on Facebook
- Winnipeg Labour Council
<http://winnipeglabour.ca>

LABOUR NEWS

- Canadian Association of Labour Media (CALM)
<http://calm.ca>
- rabble.ca
<http://rabble.ca>
- Press Progress
<http://www.pressprogress.ca/front>

PROGRESSIVE ORGANIZATIONS

- Canadian Centre for Policy Alternatives (CCPA)
<https://www.policyalternatives.ca>
- The Council of Canadians
<http://www.canadians.org>
- Broadbent Institute
<https://www.broadbentinstitute.ca>

A.2.1 SAMPLE ACTIVITIES REPORT (TO PRC MEETING)

Rosie Theriveter

Downtown Area Council Representative

With the municipal election approaching, the Downtown Area Council has been very active in encouraging PSAC members to vote and elect progressive, labour-friendly candidates. The Area Council mailed out a letter to all PSAC members in the area with information about candidates and PSAC Vote stickers. We also did a candidate Q&A, which has been posted on the Prairies website.

Since the last meeting, we've held two meetings and discussed priorities for the upcoming term, as well as recruitment strategies and plans for a community BBQ. We included this event as part of our annual budget to bring awareness to the union and the work our members do, and the funds allocated from the REVP's office will allow us to purchase supplies and prizes for a fun and interactive game.

With more cuts coming down the pipe, I wrote a letter to my MP calling on them to listen to the needs of Canadians and reverse the cuts. I told them the services my family relies on have been greatly affected and, as my political voice in Ottawa, I expect them to stand up for me and my family, and the millions of other Canadians who have been affected by the reckless cuts. I have yet to receive a response, but my letter was published on the Prairies website and I tweeted it to my MP's attention.

To build my knowledge as a union activist and network with local activists, I attended the Federation of Labour Health & Safety Conference. I participated in a great workshop on asbestos awareness. I plan to propose that the Area Council hosts a special informational workshop on this issue, open to all PSAC members in the area. I also applied for the PSAC Union Development Program.

Should you have any questions about my report, please contact me directly.

Activities

September 5 – Attended Area Council Meeting

October 3 - Attended Federation of Labour Health & Safety Conference

October 14 – Participated in official PRC Conference Call

November 1 - Participated in Area Council election outreach (phone bank)

November 2 – Participated in Area Council election outreach (phone bank)

November 15 – Participated in PSAC Elections Webinar

December 5 – Attended Area Council Meeting

December 12 – Participated in monthly PRC Update Call

December 18 – Attended MP's open house to present them with affected letter

In Solidarity,

Rosie Theriveter

A.2.2 SAMPLE TERM REPORT (TO PRAIRIE REGION TRIENNIAL CONVENTION)

Rosie Theriveter

Downtown Area Council Representative

It has been an honour to serve on the Prairie Region Council as Downtown Area Council Representative for the past three years. When I was first elected, I didn't know what to expect, but I have learned so much over these past three years and my involvement with the Prairie Region Council has made me a stronger union activist.

Lobbying

My political representatives now know my name, for better or for worse, as I took every opportunity over the past three years to connect with them on issues important to me, my family and my union. I met with my MP on two different occasions, and sent them a letter on at least five different occasions. I also presented my MP with an affected letter to send a message that We Are All Affected by the reckless cuts of this government. I posted photos of my meeting on Facebook and Twitter.

Outreach

The Area Council undertook a campaign to get PSAC Locals in the area to affiliate with the Labour Council and help strengthen the voice of labour in the region. We sent out letters to members and held an evening information session for PSAC members about the Labour Council and the work it does. Over the course of the campaign, six locals became newly affiliated with the Labour Council, which was a great success.

Elections

Area Council members were very involved in both the federal and municipal elections during my term. We sent out letters to members with information about labour-friendly progressive candidates, and participated in phone banks to call members and encourage them to vote. We also hosted an all candidates forum for the municipal election and invited mayoral candidates to come and share their thoughts on labour, working people and the future of unions. These activities were very well received and appreciated by members.

Future

I have spent the past three years working to build engagement and participation in the Area Council. I hope my predecessor will continue this important work to recruit members to the Area Council. The Area Council also needs to continue the important work of engaging members in PSAC activities and events and activities that affect PSAC members, such as elections and social justice issues.

In Solidarity,

Rosie Theriveter

A.3.1 BIO WORKSHEET

Name: _____

PRC position: _____

How long have you worked for your employer? _____

Current job title: _____

Job duties: _____

How long have you been actively involved with PSAC? _____

List all current or former positions that you have held within your Local, Component, or Union, and how long you held those positions:

How did you first get involved with PSAC?

Applicable honours, awards or certificates received: *(Optional)*

Educational background: *(Optional)*

Favourite quote, phrase or personal mantra: *(Optional)*

Other personal information: *(Optional)*

A.3.2 SAMPLE BIO

Rosie Theriveter was elected Downtown Area Council Representative at an Area Council election meeting and sworn in at the 2011 Prairie Region Triennial Convention.

She has been involved with her union for 10 years in various positions, including shop steward, local vice-president and component regional vice-president.

Her first involvement with the union was during the national childcare campaign, for which she volunteered on the planning committee and acted as the local media spokesperson. Other issues important to Rosie include health and safety, strong public services, and social justice.

Rosie has worked for the Government of Canada as a clerk for more than 20 years. She currently lives and works in the Prairie Region.

“We can do it!” – Rosie the Riveter