



JOB DESCRIPTION

POSITION TITLE:	Regional Chair/Council Member	STATUS:	Elected – Full Time
REPORTING TO:	President and Council	COUNCIL APPROVED:	September 18, 2013 revised October 17, 2016

POSITION OVERVIEW

Provides leadership to, and collaborates with the Regional Executive Team. Ensures that the region is aware of BCNU's vision, mission and strategic directions. As part of the Council Board (consisting of Provincial Executive and Regional Council members), shares a fiduciary responsibility for the funds and assets of the organization. Participates with Council in decision-making for the organization.

KEY ACCOUNTABILITIES

Responsible for executing the mandate for the region

- Provides leadership in the development of executives and stewards within the region and in building future leadership
- Presides at meetings of the region and the regional executive
- Acts as a signing officer of the region and ensures the annual regional budget and regional audit are submitted by the region
- Responsible for auditing and supervising regional union expenditures. This includes oversight of the logs of the regional executive members and review of the Budget vs Actual regional financial report on a planned schedule (minimum quarterly)
- Is responsible for the running of the region, including the approval and allocation of union funds
- Represents the BCNU to the members and others in the region
- Encourages the recruitment of new members, stewards and executives within the region, and fosters participation of retired members and students
- Actively seeks feedback from the membership during site visits and report out sessions
- Maintains accountability for time spent on union activities

Contributes to and supports the effective performance of the Region

- Develops a respectful working relationship with employers as a foundation for effective labour relations
- Maintains awareness of BCNU's priorities and directions and regularly reports them to the members of their region
- Presides at regional meetings with other members of the regional executive team and collaboratively develops a yearly action plan for the region
- Acts as a resource for the region in the interpretation of the provincial and regional Policies and Bylaws
- Ensures members of the regional executive are carrying out their duties and assists them as needed
- Ensures that an annual review of the Region's Bylaws is conducted

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Contributes to and supports the effective performance of Council and Committees

- Serves as a member of the BCNU Council and abides by decisions of the Council;
- Participates in decision-making for the organization;
- Attends Council Planning Session with other Council members to develop the Union's Strategic Plan;
- On behalf of the region, presents motions and recommendations from the region to provincial Council.

Ensures member interests are served in accordance with the organization's mission and vision

- Provides strong leadership and ensures executives and stewards are aware of BCNU's priorities and directives throughout the region;
- Provides regular reports to members on BCNU's priorities and directives;
- Acts as a spokesperson for BCNU at the request of the President, specific to regional issues.

COMMITTEES AND MEMBERSHIPS

- Member of Regional Executive
- Is a steward-at-large for the Region
- Serves as Chair or Designate Chair of the Regional Job Action Committee
- Is a member of the Health Authority Periodical/Quarterly Committee
- Others – to be determined

MEASURES OF PERFORMANCE

- Provision of timely information and high-quality Regional reports to Council
- Effective execution of projects assigned
- Contribution to the progress towards BCNU strategic directions
- Positive, productive relationships with members and others
- Evidence of problem solving success with stakeholders
- Effective Regional Executive Team member

COMPETENCIES

Filling the Regional Chair's role requires competencies that are a blend of leadership, strategic and technical competencies

- **Leadership of Self and Others**
 - Leading self requires a keen self-awareness and self-management abilities
 - Leading others requires the ability to foster teamwork, empower and develop others, manage performance, and invite and support diversity

- **Leadership of the Region**
 - Strategic thinking and problem solving skills are required to form opinions, contribute to discussions and recommend solutions
 - Influence skills required to build partnerships and networks to create results
 - Strong technical and historical understanding of the Region's work is required to identify strategies that will succeed
 - Resourcefulness and ingenuity in accessing information and knowledge they lack is required to face new challenges with success
- **Representing BCNU**
 - Operates with an understanding that Regional Chairs are the face of union leadership within the Region
 - Influencing skills to build partnerships and networks to create results
- **Technical knowledge and skills**
 - The ability to draw on a broad base of technical and historical understanding in all areas of the Union's work
 - Fluent in BCNU agreements and policies as well as other relevant policies, agreements and legislation
 - The ability to understand budgets and financial statements and the general structure and functioning of BCNU's financial systems as well as the broad economic picture of the BCNU
 - Understands how the bargaining process works and how to facilitate members' democratic participation in the process
- **Critical Thinking/Problem Solving**
 - The ability to examine presenting issues and problems, probe for related issues, and think strategically about potential outcomes and best courses of action
 - Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts
- **Relationship Management**
 - The ability to build connections, partnerships and networks to create results
 - Recognize that building and maintain effective relationships is essential to strong labour relations practice and the building of an engaged membership at the worksite
- **Conflict Fluency**
 - The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs
- **Communication**
 - The ability to convey information and ideas in a clear, meaningful and timely manner
 - Awareness of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from others
 - The ability to deliver information through a variety of different media and forms, selecting the one that best supports their goals and parameters
 - The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
 - The ability to write in a clear, concise, organized and convincing manner for the intended audience