



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Regional Communications/Secretary	<b>STATUS:</b>	Elected
<b>REPORTING TO:</b>	Regional Chair/Council Member	<b>COUNCIL APPROVED:</b>	September 18, 2013

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### **POSITION OVERVIEW**

As a member of the Regional Executive Team, actively participates in executive planning and decision making for the region, and participates in the execution of the plans. Is responsible for regional records (i.e. agendas and minutes of meetings and correspondence), registration for events and communications from the region to the membership.

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### **KEY ACCOUNTABILITIES**

#### **Responsible for overall communication needs of the region**

- Develops and maintains a functioning communication network within the region, including communicating with stewards and members
- Maintains correspondence
- Maintains an email system (or fax system, where necessary) to ensure timely communication with stewards and members
- Liaises with BCNU Information Technology, Purchasing and Printing staff, and coordinates requests (such as photocopying), as needed
- Maintains regional website
- Creates presentations for and may present at regional meetings
- Prepares meeting notices, agendas and minutes
- Processes member registrations for regional events
- Communicates with and sets up venues for regional events

#### **Contributes to and supports the effective performance of the region**

- Attends all regular and special meetings of the region
- Is an active participant in regional planning sessions
- Acts as a support person during regional education events
- Oversees adherence of regional and provincial policies and bylaws
- Works effectively with Regional Executive Team
- Communicates with all stakeholders and others on a regular basis
- Maintains accountability for time spent on union activities

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

- Works collaboratively with the Regional Executive Team and members to ensure the region's communication needs are met

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## COMMITTEES AND MEMBERSHIPS

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- To be determined
- Is a steward-at-large for the Region

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## MEASURES OF PERFORMANCE

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- Effective and timely communication to members within the region
- Accurate and organized records
- Up to date regional website
- Accurate registrations
- Effective execution of projects assigned
- Contribution to the progress towards regional goals
- Positive, productive relationships with members and others
- Evidence of problem solving success with stakeholders
- Effective Regional Executive Team member

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## COMPETENCIES

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The competencies required to successfully fill a Regional Communications/Secretary position are a blend of leadership, problem solving and technical.

- **Leadership of Self and Others**
  - Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
  - Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling
- **Representing BCNU**
  - Operates with an understanding that stewards are the face of the union at the worksite
  - Influencing skills to build partnerships and networks to create results
- **Technical knowledge and skills**
  - Understands the role and legal responsibilities of union representatives
  - Strong technical and historical understanding of the interpretation of the collective agreement and of the grievance process
  - Fluent in BCNU agreements and policies as well as other relevant policies, agreements and legislation
  - The knowledge and ability to access the information and support needed to fill the role
  - The ability to communicate to members collective agreement language and other supporting documents
- **Critical thinking/Problem Solving**
  - The ability to examine issues and problems, problems 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
- **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
  - Aware of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from other
  - The ability to deliver information through a variety of different media and forms, selection 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