



JOB DESCRIPTION

POSITION TITLE:	Regional Council Member	STATUS:	Elected – Full Time
REPORTING TO:	President and Council	COUNCIL APPROVED:	September 18, 2013 rev: June 25, 2020

POSITION OVERVIEW

In partnership with the President and Council, works to advance the interests of the membership by ensuring effective strategic directions, operations, member representation, advocacy and public and government relations. Provides leadership to, and collaborates with, the Regional Executive Team to develop the Regional Operations Plan. 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 through sound Governance practices including the ability to manage risk and foster a culture of excellence. Acts as a steward in the region.

See Bylaw 5.01(C) for eligibility requirements.

KEY ACCOUNTABILITIES

Responsible for executing the mandate for the region

- Chairs meetings of the region and the Regional Executive
- Provides leadership in the development of the Regional Executive and stewards within the region and in building future leadership
- 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)
- Responsible to coordinate and facilitate the annual regional planning session, incorporating the provincial Strategic Directions
- Responsible for oversight of day-to-day operations of the region and implementing decisions and actions of Council
- Represents the BCNU to the members and others in the region
- Encourages the recruitment of new members, stewards and Regional Executive 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
- Performs such other duties as determined by the Regional Executive Team and Council

Contributes to and supports the effective performance of the Region

- Develops a respectful working relationship with the health authority and other employers as a foundation for collaborative and effective problem-solving
- Working understanding of parliamentary proceedings and Robert's Rules of Order
- Builds professional relationships with staff who provide resources to the region

- 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
- 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

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 annual Council Planning Session to develop the Union's Strategic Plan
- Active and engaged member of Committees and Working Groups, as selected
- On behalf of the region, presents motions and recommendations to Council

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

- Provides strong leadership and ensures the Regional Executive and stewards are aware of BCNU's priorities and directives
- 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 for the region
- Serves as Chair (or designates Chair) of the Regional Job Action Committee
- Participates in joint BCNU Health Authority meetings as required
- Other Committees and Working Groups as designated

MEASURES OF PERFORMANCE

- Provision of timely information and high-quality Regional reports to Council and members
- Effective execution of projects assigned
- Contribution to the progress towards BCNU Provincial Strategic Directions and annual goals as well as the annual Regional Operations Plan
- Positive, productive relationships with Council, Committees, members, staff and others
- Evidence of problem-solving success with internal and external partners
- Effective Regional Executive Team member

LEADERSHIP COMPETENCIES

Filling the Regional Council Member's role requires competencies that ideally have been built on leadership and governance experience gained through holding BCNU positions. Steward experience is required.

- **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

- **Representing BCNU**
 - Operates with an understanding that Council Members are the face of Union leadership within the Region and Province
 - Understands the role and legal responsibilities of Union representatives
- **Technical knowledge and skills**
 - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
 - Willingness and ability to learn new computer platforms (i.e. BoardEffects, Expensify, Formstack, Ceridian Dayforce, ZOOM, Box, etc.)
 - The ability to draw on a broad base of technical and historical understanding in all areas of the Union
 - Fluency in BCNU Collective Agreements, Constitution and Bylaws and Policies and Procedures
 - 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 recognize and examine presenting issues and problems, including risk to the organization
 - Strategic thinking skills are required to set a vision, form options and make decisions through investigative research, critical analysis of information, careful testing of assumptions and facts, as well as evaluate outcomes
- **Relationship Management**
 - The ability to build meaningful connections, partnerships and networks
 - Recognizes that building and maintaining effective relationships is essential to strong labour relations practices, bargaining and the building of an engaged membership
- **Conflict Fluency**
 - Ability to draw on various capacities, practices, tools and choices in situations where there are different viewpoints, priorities, values, desires and needs is required to build effective relationships and successful outcomes
 - The ability to engage with conflict in healthy, creative, and productive ways and support others to do the same is needed to solve complex problems and build effective and respectful relationships
- **Communication and Facilitation**
 - The ability to convey information and ideas in a clear, respectful and timely manner to Council, Regional Executive, stewards, members, and internal/ external partners
 - 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
 - Strong facilitation skills are required to engage members and external parties

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