

LOCAL COORDINATOR

Commitment: Monthly hours as outlined in policy, attends all Provincial Meetings, Local and Executive Meetings.

NOTE: Any member who seeks to hold the position of Local Coordinator shall have served either 1) at least one term on the bargaining unit leadership team (such as a Committee Chair), or 2) at least one term of a position on the Local Executive Team.

- works with the Local executive team to ensure the financial stability of the Local through strategic/fiscal planning, adhering to financial policies (see Local Financial Policy Guide), ONA's Constitution
- Approves local expenses in accordance with local financial policies in a timely manner.
- sharing of E-Scan reports from the Bargaining Unit(s) with the Regional Vice-President and the sharing of information and reports from the Board of Directors with the membership
- Helps organize and plan Member and executive education annually.
- Is the voting delegate/representative for the Local at Provincial Meetings.
- Develops a communication plan to disseminate information on Local activity, i.e., using web, e-mail, phone calls, voicemail, postings, newsletter, etc.
- Provides an e-scan to the Board member two weeks ahead of the ACC. Copies the Vice-Coordinator on any issues.
- Attend meetings (Area Coordinator Conferences, Provincial Coordinator Meetings, Provincial Leadership Meetings, sector meetings and the Biennial Convention); Local Budget, Executive and General Meetings
- Act as the voting delegate for the chartered Local association at the Biennial Convention or a special meeting of the union
- Share regional and provincial information and learnings with the Local membership
- In collaboration with the Local executive, establish a Local planning line for the year and assist Bargaining Unit Presidents in developing their annual Bargaining Unit planning lines, including Local executive meetings, Local and Bargaining Unit meetings
- Ensures elections are held in accordance with the ONA Constitution and the Local and Bargaining Unit Election Policy at the Local and Bargaining Unit levels.
- In collaboration with the Local Executive, review the budget actuals and Local activity against the budget at Local Executive Meetings.
- Ensures that all reports generated from ONA's Provincial office are reviewed and disseminated, and any updates are provided as required (e.g., MIRE, Executive Listings).

SECRETARY/TREASURER

Commitment: Attend all Local (Executive/General and Budget meetings); Approximately 15 hours per month. At least twice monthly review and approved expenses for processing.

NOTE: Any member who seeks to hold the position of Treasurer shall have served at least one term at the Local Executive level or in a bargaining unit elected position (Unit Representative, committee member, Committee Chair etc.).

- Works with the Local executive team to ensure the financial stability of the Local through strategic/fiscal planning, adhering to financial policies (see Local financial policy guide), ONA's constitution and ONA's strategic plan. Mission, Vision and Values (Strength and Unity, Integrity and Professionalism, Diversity, Equity and Inclusion)
- Act in alignment with ONA's values
- Is aware of yearly meetings, committee meetings, and events that impact members by referencing the Local and Bargaining Unit planning line, (Bargaining Unit, labour-management, grievance meetings, etc.; Local meetings, Area Coordinators Conferences, Provincial Coordinator Meetings, Biennial Convention, etc.)
- Ensure members' information is kept confidential, including their personal health information, by: Storing information – both digital and electronic records - in accordance with ONA policy (e.g. keeping files in a secure locked location using ONA e-mail and accounts only)
- Creating and providing access to folders/files as needed and as appropriate o
- Ensure timely processing of expenses as per Local policy
- Attend treasurer workshop and identifies additional education needs to fulfill their role
- Support members' access ONA resources (e.g. guides, workshops, tip sheets, etc.).
- Ensure members are aware of the Local budget and policies.
- Reviewing all Local policies annually at a Local membership meeting.
- Follow processes designed to help the Local executive meet their fiduciary accountabilities by: Collaborating with the Local executive team to set meeting dates/books closing (e.g., date final expenses are due)
- Developing with the Local executive, the role and expectations for the bookkeeper (where necessary), liaising with the bookkeeper to develop a good working relationship and ensure their responsibilities are being met
- Establishing and following a process for saving hard copy and/or electronic documentation for ease of document retrieval, to ensure files are backed up
- Liaising with the Local auditor and the audit committee, and ensuring they receives copies of Local minutes that include approval of expenditures and locally approved policies o
- Connecting with the Provincial Treasurer as required and contacting Simply Help Desk for assistance as needed
- In collaboration with the Local executive team, determining the auditor and document in the minutes.
- Ensure Local financial records are kept up-to-date and complete.
- Minuting executive approval by motion to appoint auditor.
- Maintaining a December 31 year-end for financial records to ensure consistency in financial reporting o Sending signed audited statements to ONA in accordance with the policy following the meeting with Local Coordinator and auditor at year-end.

LOCAL Job Descriptions

August 2026

- Reviewing Bargaining Unit needs presented at budget prep meeting to determine Local financial priorities.
- Ensuring the ONA Financial Specialist is informed in writing annually of any special dues levy established and approved by membership.
- Supporting Bargaining Unit Presidents to update membership information and Bargaining Unit leadership team information and promoting the use of Access ONA.
- Ensure all information pertaining to Local activity is recorded, maintained and accessible as needed, as per ONA's constitution.

HUMAN RIGHTS AND EQUITY REPRESENTATIVE - LOCAL

Commitment:

- This is a new and evolving role – time commitment unknown at present, at minimum will be required to attend all local and bargaining unit(s) meetings including policy review and budget planning sessions.

Accountabilities:

- Attends Provincial education, disseminates knowledge to provide meaningful updates to local leaders
- Ensures all issues have a human rights & equity and anti-racism, anti-oppression lenses applied, being cognizant of the challenges faced by members of equity-deserving groups and our obligations under the Ontario Human Rights Code
- Supports appropriate escalation of human rights concerns and connects members and local leaders with ONA resources · Represents and provides support in incidents of discrimination, racism, and harassment under the Ontario Human Rights Code when brought to their attention
- Leads the development and execution of HRE initiatives, campaigns, and events.
- Plans and participates in Provincial and Local Political action initiatives and events
- Advocate for membership needs at the Bargaining Unit level (e.g., education, budget needs, servicing supports) by:
- Advising the appropriate chair of Bargaining Unit committees on issues to be raised with management respecting human rights, discrimination, and harassment (e.g., labour management, occupational health and safety, grievance, etc.)
- Collaborating with the return to work and accommodations representative(s) on advocating for membership on return-to-work issues that are human rights related as needed
- Assisting Bargaining Unit committees with review of other employer policies for compliance with the collective agreement and the Ontario Human Rights Code
- Documenting and tracking incidents of known discrimination and harassment
- Developing and maintaining a communication plan that gathers information regarding HRE issues from the membership

Knowledge of the following is an asset:

- Identifies as a member of a marginalized or oppressed group
- ONA's constitution, statement of beliefs, provincial accountabilities and local policies
- Awareness and interpretation of the local and provincial collective agreements
- Legislation including the Ontario Human Rights Code, Occupational Health & Safety Act, Employment Standards Act and Ontario Labour Relations Act
- Employer policies
- CNO Standards and Guidelines