



PSAC · Prairies

Public Service Alliance of Canada

PSAC PRAIRIE REGION COUNCIL REPRESENTATIVE HANDBOOK

(Updated November 25, 2025)

TABLE OF CONTENTS

1. Introduction.....	3
2. Representatives' Duties	
2.1 General.....	3
2.2 Regional Executive Vice-President (REVP).....	5
2.3 Alternate Regional Executive Vice-President (A/REVP)	6
2.4 2 nd Alternate Regional Executive Vice-President.....	8
2.5 Geographical Representatives	8
2.6 Regional Women's Committees Representatives	11
2.7 Equity Group Representatives.....	14
2.8 Directly Chartered Locals Representatives.....	18
2.9 Young Workers Representatives.....	20
2.10 Separate Employer Representatives	23
3. General Information	
3.1 Training	25
3.2 Financial/Budget Information.....	26
3.3 Preparing for a PRC Meeting	28
3.4 PRC Committees	33
3.5 Communications	34

APPENDICES

A.1 Member Expense Portal	39
A.2 Regional Budget & Notes (2021 Regional Convention)	41
A.3 Useful Links.....	45
A.4.1 Sample Activities Report (To PRC Meeting).....	46
A.4.2 Sample Term Report (To Prairie Region Triennial Convention)	47
A.5.1 Bio Worksheet.....	48
A.5.2 Sample Bio	50

1. INTRODUCTION

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

The majority of duties, responsibilities and activities undertaken by a PRC Representative (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 Representatives 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. PRC Representatives 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.

The PRC 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 Standing By-Laws 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, which outline the mandate and objectives. 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 for bringing forward issues and discussing 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 Representatives should be aware of and 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 (4)-(9)** of the By-Laws. While many of the By-Laws sections are identical for all PRC Representatives, 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, during your term of office, you are disciplined by the NBOD and receive a suspension or expulsion, you are no longer eligible to participate, and the 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 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 (LWOP) 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 wish to maintain such office must also request approval of the AEC to continue to hold office (refer to PSAC 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;

If 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 (Bourinot'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.

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. It is now required that members of investigation committees complete mandatory training from PSAC. If the A/REVP has not completed the training, they may coordinate an investigation but not be part of the committee.

In the event of a strike, you will be required to chair the Hardship Committee. This committee reviews applications for those seeking financial assistance in the event of financial loss due to strike.

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 : Communications, "Media & Public Speaking".

You should ensure that you regularly check the national and regional websites and PSAC Prairies social media 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 2nd ALTERNATE REGIONAL EXECUTIVE VICE-PRESIDENT

Section 6, Sub-Section (3)

The 2nd Alternate Regional Executive Vice-President shall:

assume the position and roles and responsibilities of the Alternate Regional Executive Vice-President should the position become vacant between Prairie Region Conventions.

- a) *assume the position and the roles and responsibilities of the Alternate Regional Executive Vice-President should the position become vacant between Prairie Region Conventions.***

The 2nd A/REVP is not a member of PRC and has no role or responsibilities unless upon vacancy of the A/REVP.

2.5 GEOGRAPHICAL REPRESENTATIVES

Section 6, Sub-Section (4)

The Geographical Representatives shall:

- (a) uphold and promote the mandate and objectives of the PRC;*
- (b) communicate with Locals/Branches and Area Council(s) in their geographic areas;*
- (c) attend PRC meetings and shall be the spokesperson for members in the geographic area and Area Council(s) in their geographic areas;*
- (d) promote the creation of Area Councils in their geographic areas;*
- (e) submit a written report of their activities and those of the Area Council(s) they represent to each regular meeting of the PRC and the Prairie Region Triennial Convention;*
- (f) provide a report back to each Area Council and Local/Branch they represent following each Prairie Region Council meeting;*
- (g) promote representation in groups who defend the interests of members in the geographic areas under their jurisdiction; and*
- (h) 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 and Area Council(s) in their geographic areas;*

Refer to Section 3.5 “COMMUNICATIONS”

While it is not possible (financially or otherwise) for you to visit every local and/or Area Council(s), it is your responsibility to set up a communication network that ensures you are receiving information from the locals and Area Council(s) and that they are receiving information from you. You may request a Zoom or Teams event be created at any time by making such request to the REVP’s office.

While it is not possible to attend all meetings, especially in person, you are encouraged to participate in committee meetings virtually, if possible. PRC members are not entitled to vote at Area Council/committee meetings by virtue of their PRC role. Voice and vote at such meetings is determined by Section 14 and 15 of the PSAC Constitution and in Section 12 of the Prairie Region Bylaws.

The Geographical Representative is responsible for checking in with the chairs and providing support, ensuring that annual reporting requirements are completed and submitted on time and that the committee is functioning as a committee in good standing.

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) *attend PRC meetings and shall be the spokesperson for members in the geographic area and Area Council(s) in their geographic areas;*

Refer to Section 3.3 “PREPARING FOR A PRC MEETING

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

Geographical Representatives shall promote the creation and maintenance of Area Councils in their geographic areas as outlined in Section 14 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 Representative, 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.).

- e) ***submit a written report of their activities and the activities of the Area Council(s) in the area they represent to each regular meeting of the PRC and the Prairie Region Triennial Convention;***

Refer to Section 3.3 “PREPARING FOR A PRC MEETING

- f) ***provide a report back to each Area Council and Local/Branch they represent following each Prairie Region Council meeting;***

Following every PRC meeting, Geographical Representative are responsible for communicating key discussions, decisions, and upcoming initiatives to the Area Councils and Locals/Branches within their geographical area. This ensures transparency, keeps members informed of regional priorities, and allows for meaningful two-way communication between the Prairie Region Council and the membership. Representatives should share relevant highlights, actions, and opportunities for engagement in a timely and consistent manner.

- g) ***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 Representatives and the members they represent in their respective positions.*

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

- h) ***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”

2.6 REGIONAL WOMEN'S COMMITTEES REPRESENTATIVE

Section 6, Sub-Section (5)

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) *provide a report back to each Regional Women's Committees they represent following each Prairie Region Council meeting;*
- (g) *promote representation in groups who defend women's interests; and*
- (h) *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 to promote the creation and maintenance of 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 a Zoom or Teams event be created at any time by making such request to the REVP's office.

While it is not possible to attend all meetings, especially in person, you are encouraged to participate in committee meetings virtually, if possible. PRC members are not entitled to vote at Area Council/committee meetings by virtue of their PRC role. Voice and vote at such meetings is determined by Section 14 and 15 of the PSAC Constitution and in Section 12 of the Prairie Region Bylaws.

The RWC Representative is responsible for checking in with the chairs and providing support, ensuring that annual reporting requirements are completed and submitted on time and that the committee is functioning as a committee in good standing.

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) *provide a report back to each Regional Women's Committees they represent following each Prairie Region Council meeting;*

After every PRC meeting, the Regional Women's Committee Representative is responsible for communicating updates to each Regional Women's Committee. This includes sharing information on discussions, decisions, and initiatives that may impact or involve RWCs. Providing a timely report back helps ensure that committees remain informed, engaged, and aligned with Prairie Region priorities, while also maintaining open communication between the PRC and the network of RWCs across the Prairies.

g) *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 Representatives and the members they represent in their respective positions.*

- **RWC Representative:** 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 *serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.*

Within the 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 will work with PSAC staff assigned to organize the Regional Women's Conference and chair the conference steering committee. You will be appointed to the National Women's Working Group and shall perform additional duties as determine by that group.

- h) 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"

2.7 EQUITY GROUP REPRESENTATIVES (4)

Section 6, Sub-Section (6)

The Equity Group Representatives (Indigenous Peoples, Persons with Disabilities, Racially Visible Persons and 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and other forms of sexual orientation and gender expression, such as genderqueer or gender non-conforming persons) shall:

- (a) *uphold and promote the mandate and objectives of the PRC;*
- (b) *promote the establishment of Pride, Access, Indigenous Peoples, Racially Visible Persons or Human Rights Committees in the Prairie Region as per Section 15 of the PSAC Constitution including attending a minimum of one meeting in each geographic location per calendar year in person or via phone;*
- (c) *communicate with the Prairie Region Pride, Access, Indigenous 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, Indigenous Peoples, Racially Visible Persons or Human Rights Committees to the Prairie Region Pride, Access, Indigenous Peoples, Racially Visible Persons or Human Rights Committees, the PRC meetings and the Prairie Region Triennial Convention;*
- (f) *provide a report back to each Human Rights Committees/Regional Indigenous People's Circle they represent following each Prairie Region Council meeting*
- (g) *promote representation in the groups who defend the interest of the equity group members; and*
- (h) *serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.*

(Includes the Indigenous Peoples, Access, Racialized and Pride Representatives)

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, Indigenous Peoples Circles, or Human Rights Committees in the Prairie Region as per Section 15 of the PSAC Constitution including attending a minimum of one meeting in each geographic location per calendar year in person or via phone;

You are responsible to promote the creation and maintenance of 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. 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 Representatives 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.

HRC's can create sub-committees for specific equity groups to undertake activities related to one equity group. The sub-committee can report to the HRC and request budget approval for activities through the main HRC.

Equity Group Representatives are required to attend a minimum of one meeting in each geographic location per calendar year in person or via phone, this means that each Equity Representatives should be joining each HRC at least once. It is up to the PRC Representative to coordinate and report to PRC when they have fulfilled this requirement.

c) *communicate with the Prairie Region Pride, Access, Indigenous 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 a Zoom or Teams event be created at any time by making such request to the REVP's office.

While it is not possible to attend all meetings, especially in person, you are encouraged to participate in committee meetings virtually, if possible. PRC members are not entitled to vote at Area Council/committee meetings by virtue of their PRC role. Voice and vote at such meetings is determined by Section 14 and 15 of the PSAC Constitution and in Section 12 of the Prairie Region Bylaws.

Each cycle, responsibility for specific HRC's and RIPC's will be identified for each equity representative, by the REVP. Equity Representatives are responsible for checking in with the chairs throughout the year and providing support, ensuring that annual reporting requirements are completed and submitted on time and that the committee is functioning as a committee in good standing.

- 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 Indigenous Peoples Circle or Human Rights Committees the PRC meetings and the Prairie Region Triennial Convention;***

Refer to Section 3.3 "PREPARING FOR A PRC MEETING"

- f) *provide a report back to each Human Rights Committees/Regional Indigenous People's Circle they represent following each Prairie Region Council meeting***

Following every PRC meeting, Equity Representatives are responsible for reporting back to the Human Rights Committees (HRCs) and Regional Indigenous Peoples Circles (RIPCs) they represent. This includes sharing key updates on PRC discussions, decisions, and initiatives that may influence or support the work of these committees. Providing a timely report back ensures that committees remain informed and engaged, strengthens coordination across the Prairies, and fosters two-way communication between the PRC and the equity committees it supports.

- g) *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 Representatives and the members they represent in their respective positions.*

- **Indigenous Peoples Representative:** PSAC National Indigenous Peoples' Circle, SFL Indigenous Committee, AFL Workers of Colour and Aboriginal Workers Committee, Native Women's Association of Canada...

- **Access Representative:** 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...
- **Racialized Representative:** AFL Human Rights and International Solidarity Committee, Amnesty International
- **Pride Representative:** SFL Solidarity & Pride Committee, AFL Pride & Solidarity Committee, EGALE Canada, PFLAG, Various GLBT student groups or resource centres.

h) 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.

Also, the Racialized Representative will work with PSAC staff assigned to organize the Regional Racialized Conference and chair the conference steering committee. There is currently no funding for regional conferences for the other equity groups but you may be asked to participate in a Prairies specific event.

All Equity Representatives will also be required to participate in National Equity Conference and perform duties as assigned.

Refer to Section 3.4 "PRC COMMITTEES"

2.7 DIRECTLY CHARTERED LOCALS REPRESENTATIVE

Section 6, Sub-Section (7)

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) *provide a report back to each Directly Chartered Local they represent following each Prairie Region Council meeting;*
- (g) *serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP; and*
- (h) *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 a Zoom or Teams event be created 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 Representatives and the members they represent in their respective positions.*

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

- f) provide a report back to each Directly Chartered Local they represent following each Prairie Region Council meeting;***

After each PRC meeting, the Directly Chartered Locals (DCL) Representative is responsible for sharing a summary of discussions, decisions, and initiatives with every DCL in the Prairie Region. This communication helps ensure members are aware of regional priorities, upcoming events, and opportunities for involvement. Providing a timely report back also supports transparency and ongoing dialogue between the Prairie Region Council and the Directly Chartered Locals it represents.

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

The DCL Representative will work with PSAC staff assigned to organize the Regional DCL/SE Conference and co-chair the conference steering committee with the Separate Employer (SE) Representative.

Refer to Section 3.4 "PRC COMMITTEES"

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

With the increase of DCL's within the Prairie Region, there is a benefit to promoting open communication and networking between the DCL's. You can request a Zoom or Teams meeting at any time by submitting a request to the Executive Assistant to the REVP indicating the time and date requested and estimated length of call. Once the Executive Assistant to the REVP ensures the technology is available for the time you've requested, you will be provided with the link to share with participants. Coordinating the conference call (checking participant availability, preparing and distributing the agenda and taking minutes if required) is the responsibility of the DCL representative.

2.9 YOUNG WORKERS REPRESENTATIVE

Section 6, Sub-Section (8)

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 Committees 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) *provide a report back to each Young Workers Committee they represent following each Prairie Region Council meeting;*
- (g) *promote representation in groups who defend Young Workers interests; and*
- (h) *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;

The Young Worker (YW) Representative shall promote the creation and maintenance of 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 Committees 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 a Zoom or Teams event be created at any time by making such request to the REVP's office.

While it is not possible to attend all meetings, especially in person, you are encouraged to participate in committee meetings virtually, if possible. PRC members are not entitled to vote at Area Council/committee meetings by virtue of their PRC role. Voice and vote at such meetings is determined by Section 14 and 15 of the PSAC Constitution and in Section 12 of the Prairie Region Bylaws.

The YW representative is responsible for checking in with the chairs throughout the year and providing support, ensuring that annual reporting requirements are completed and submitted on time and that the committee is functioning as a committee in good standing.

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) *provide a report back to each Young Workers Committee they represent following each Prairie Region Council meeting;*

After each PRC meeting, the Young Worker Representative is responsible for reporting back to all Young Workers Committees (YWCs) within the Prairie Region. This includes sharing key updates, decisions, and initiatives discussed at Council that may affect or involve young workers. Providing a timely report back

ensures that YWCs remain informed, connected, and engaged in regional activities, while strengthening communication and collaboration between the Prairie Region Council and the young worker network.

g) 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 Representatives and the members they represent in their respective positions.*

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

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

Also, the YW Representative will work with PSAC staff assigned to organize the Regional YW Conference and chair the conference steering committee. The YW Representative will also participate in an ad hoc committee of YW Representatives from all regions.

Refer to Section 3.4 "PRC COMMITTEES"

2.10 SEPARATE EMPLOYER REPRESENTATIVE

Section 6, Sub-Section (9)

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;*
- (f) provide a report back to each Separate Employer Local they represent following each Prairie Region Council meeting;*
- (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 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 a Zoom or Teams event be created 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 *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

d) 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 Representatives and the members they represent in their respective positions.*

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

e) provide a report back to each Separate Employer Local they represent following each Prairie Region Council meeting;

After each PRC meeting, the Separate Employer (SE) Representative is responsible for communicating key updates, decisions, and initiatives to all Separate Employer Locals within the Prairie Region. This ensures that members are kept informed of regional priorities and developments that may affect their Locals. Providing a timely report back also promotes transparency, encourages engagement, and maintains strong two-way communication between the Prairie Region Council and the Separate Employer Locals it represents.

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

The SE Representative will work with PSAC staff assigned to organize the Regional DCL/SE Conference and co-chair the conference steering committee with the DCL Representative.

Refer to Section 3.4 “PRC COMMITTEES”

3. GENERAL INFORMATION

3.1 TRAINING

Training is a key resource that will assist PRC Representatives 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 Indigenous Peoples' Circle (NIPC) Course for Indigenous, 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. National Leadership training).

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 PRC 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 regions for their operation. Allocation from within that line item is determined by the AEC.

The Prairie Region budget is usually 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 Representatives 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. Wherever possible, claims should be submitted within one month of the event, but at minimum should be claimed by December 1 within the fiscal year they are incurred. When expense claims are received late in the year they cannot always be applied to the correct financial period, which may understate or inflate the budget.

All claims must be submitted through the member expense portal on the national website (www.psacunion.ca). If you have not created an account on the portal and require assistance, please contact the Executive Assistant to the REVP..

Where loss of salary is required, if you are a TB or agency employee who receives a union leave letter, this letter will be provided by the Executive Assistant to the REVP. If you are a shift worker or work a variable hour work week, it is your responsibility to ensure the Executive Assistant to the REVP has the details required to complete the letter accurately.

For other members working with an employer that provides for pay continuation, it is your responsibility to request approval or authorization from the Executive Assistant to the REVP. This could be approval of floor leave or an email or letter advising that we approve and will reimburse for this specific period of time for union leave.

Important to note that if you are not able to participate in the event of illness or other circumstances, your union leave letter will be revised and it is your responsibility to submit an appropriate leave request to your employer.

For members required to submit a leave without pay (LWOP) request to your employer and be reimbursed by PSAC, you will be required to enter your hours of leave without pay into your claim on the portal after the event. Claims are normally processed within 4 weeks but if you require an advance, you must advise the Executive Assistant to the REVP prior to the event and they will provide you with an advance of 65% of your gross salary.

Members may also want to request vacation or compensatory leave from the employer and claim the monetary amount from PSAC. A signed copy of the approved request is required to approve this expense. Provide the signed approved request to the Executive Assistant to the REVP.

For members who work shift work or work a variable hour work week, you will be required to submit a copy of your shift schedule if you are claiming loss of salary and/or a shift premium for weekends or above 7.5 hours per day Monday through Friday. Your claim will not be processed until the shift schedule is received.

All other expenses such as meal allowances, incidentals, mileage and family care expenses should be claimed on the portal and will be reimbursed after the event.

PSAC policy is that only actual loss of salary is reimbursed, so time for meetings or travel outside of your normal working hours are not reimbursed. PSAC does not pay overtime in any form, at any time.

Prior to a scheduled PRC meeting, the Executive Assistant to the REVP will send out a notice asking members to identify if they require an advance for salary or expenses. There is a strict four (4) week timeline from Ottawa for salary advances so there can be no exceptions to the timeframes identified in the original request. It is your responsibility to respond within the timeframes or make other suitable arrangements.

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 and WestJet are the primary national airline used at this time. For PRC meetings, you will receive a notice from the Executive Assistant to the REVP. 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 Executive Assistant to the REVP for final approval before the ticket is issued to you.

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 a maximum of \$700 round trip.** 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.

Claiming Family Care Expenses

PSAC's Family Care Policy is intended to assist members in covering additional fees incurred as a direct result of attending an authorized PSAC activity.

Family care expenses can be claimed through the member expense portal and receipts can be emailed to the EA to the REVP or directly to Finance. Members requiring family care should review the full policy which can be found at <https://psacunion.ca/family-care-policy>

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 Executive Assistant to the REVP. will consult the PSAC Calendar of Events to ensure our meeting does not conflict with any component or national events. The Executive Assistant to the REVP. 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 Executive Assistant to the REVP. will send an email to you requesting a response indicating your availability. With a Council of of this size , 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 Executive Assistant. **ONCE A DATE IS CONFIRMED**

When a meeting is scheduled, you will be advised (via email from the Executive Assistant to the REVP) to request LWOP from your employer, 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 Executive Assistant to the REVP. 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 Executive Assistant to the REVP 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 Executive Assistant to 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 cannot 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 Executive Assistant to the REVP no less than one month prior to the date of the scheduled meeting, or by the deadline specified by the Executive Assistant to the REVP 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 example, please see the sample report included in Appendix 4 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 representative may be required to report on committee activities under their jurisdiction. For example, Separate Employer and DCL Representatives are required to report on activities and issues from the locals they represent, the RWC Representative is required to report on activities of all RWC's in the region and the Young Worker Representative is required to report on Young Workers Committees.

Where committees exist that are specific to one equity group (e.g. Regional Indigenous Peoples Circle), the PRC equity Representative is required to report on their behalf. For Human Rights Committees that encompass all equity groups, the four PRC Equity Representatives 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 Representatives, Locals/Branches participating in an Area Council should bring issues forward through their Area Council. As a Geographical Representative, you should be communicating with Locals/Branches not participating and are responsible to bring their issues forward to the PRC.

Specifically for Equity representatives (Indigenous Peoples, Access, Racialized and Pride, you should also be reporting on your attendance at each HRC and/or RIPC meetings in accordance with Section 6 Sub-Section 6(b) of the By-Laws.

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 Representatives)
- Updates on developing issues relating to the specific members you represent, including new legislation, workplace policies or PSAC achievements (Equity Representatives)
- Updates on Committee or Area Council meetings and events, specific to the Committee(s) or Area Council you represent.

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 Representatives 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, PRC Representatives who did not submit a report or submitted late, will not have an opportunity to present a verbal report or update.

PRC meetings are governed by Bourinot's Rules of Order.

FOLLOWING THE MEETING

Following the meeting, you will receive a draft copy of the minutes for your review and another email after for your approval. It is imperative that you review the draft minutes and respond in a timely manner and respond to the vote to adopt the minutes. This will 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. Within the first year of the mandate, the Terms of Reference of each PRC Standing Committee shall be reviewed by the committee to ensure that they are current and relevant. Each committee shall present their Terms of Reference to the PRC for ratification.*

As stated in the By-Laws, you will be required to participate in a minimum of 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 Representative who has vacated the position.

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

Regardless of the elected position you hold, as a committee member you represent all members. For example, an Equity Representative may have to contact Area Councils for information, the Separate Employer Representative 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 a limited budget line item specific for committee meetings or activities. Prior approval from the REVP is required.

Committee Chairs are required to submit a report to each in-person PRC meeting. This report should be shared with the committee prior to submission to ensure there is consensus on the content.

Similarly to PRC Representative 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 Representative 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 PRC Representatives 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.

PRC Representatives are expected to check their e-mail on a regular basis and respond to requests and inquiries from members when appropriate. If the PRC Representative cannot, for good reason, respond to e-mail inquiries from members, it is their responsibility to forward them to the REVP for action. If a PRC Representative is having technology issues with their email, they should advise the REVP office in a timely manner.

PRC Representatives 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 PRC Representatives change, computers malfunction or if a PRC Representative 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

Geographical Representatives, Equity Representatives, the RWC Representative and YW Representative, are 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 Representatives who are responsible for several committees or groups in several locations, you can request a Zoom or Teams meeting at any time. You should submit a request to the Executive Assistant to the REVP indicating the time and date requested and estimated length of call. Once the Executive Assistant to the REVP ensures the technology is available for the time you've requested, you will be provided with the link. Coordinating the conference call (checking participant availability, preparing and distributing the agenda and taking minutes if required) is your responsibility.

All PRC Representatives are encouraged to communicate with each other, particularly those with similar responsibilities. For example, Geographical Reps may coordinate a call to discuss issues of concern or to develop strategies or actions, Equity Representatives may coordinate a call to review how committees are operating or to share information with the group as a whole. Requests for a call should be requested to the Executive Assistant to the REVP 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 Associate Director. If you require assistance of staff outside of normal communications, you should send the request to the REVP who will coordinate with the Associate Director.

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 Political Communications Officer will provide you with key messages or background information to assist you in preparing. In advance, you may contact the Regional Political Communications Officer at any time to assist.

At the first PRC meeting following convention, the Regional Political Communications Officer will provide training to all Representatives to assist with this function. Representatives who join the PRC after this meeting will work directly with the Regional Political 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 Representatives. For media releases specific to an area (town/city or province), media releases may be drafted by Regional Office staff in coordination with PRC Representatives. All media

releases are to be sent to the Regional Political 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 Political Communications Officer as they are 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, 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 Political Communications Officer as they are required.

For a bio worksheet and sample bio, refer to Appendix 5.

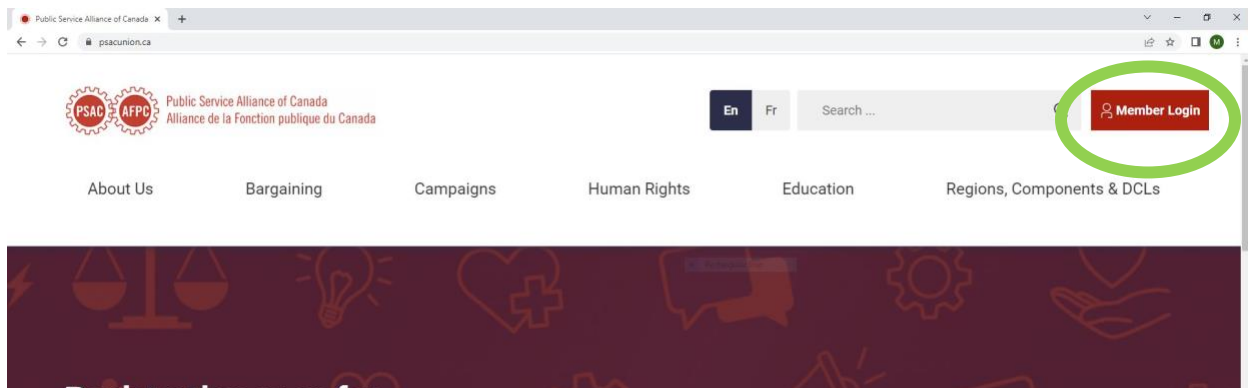
APPENDICES

A.1	Member Expense Portal	39
A.2	Regional Budget & Notes (2021 Regional Convention)	41
A.3	Useful Links.....	45
A.4.1	Sample Activities Report (To PRC Meeting).....	46
A.4.2	Sample Term Report (To Prairie Region Triennial Convention)	47
A.5.1	Bio Worksheet.....	48
A.5.2	Sample Bio.....	50

A.1 MEMBER EXPENSE PORTAL

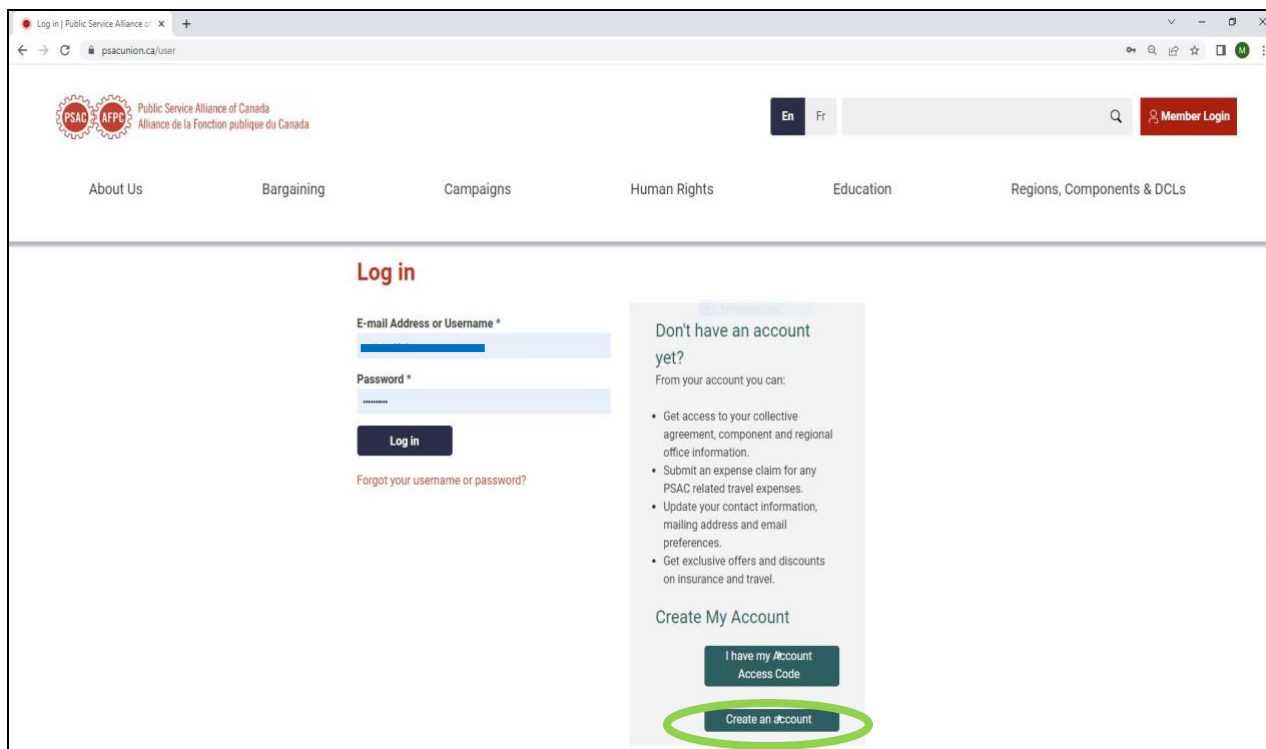
To submit a member expense claim, log into your member account on the PSAC website. Website address: www.psacunion.ca

STEP 1



Alt text: Screenshot of the PSAC website header showing the logo, bilingual menu (About Us, Bargaining, Campaigns, etc.), language toggle, search bar, and red “Member Login” button. There is a green circle around “Member Login” button.

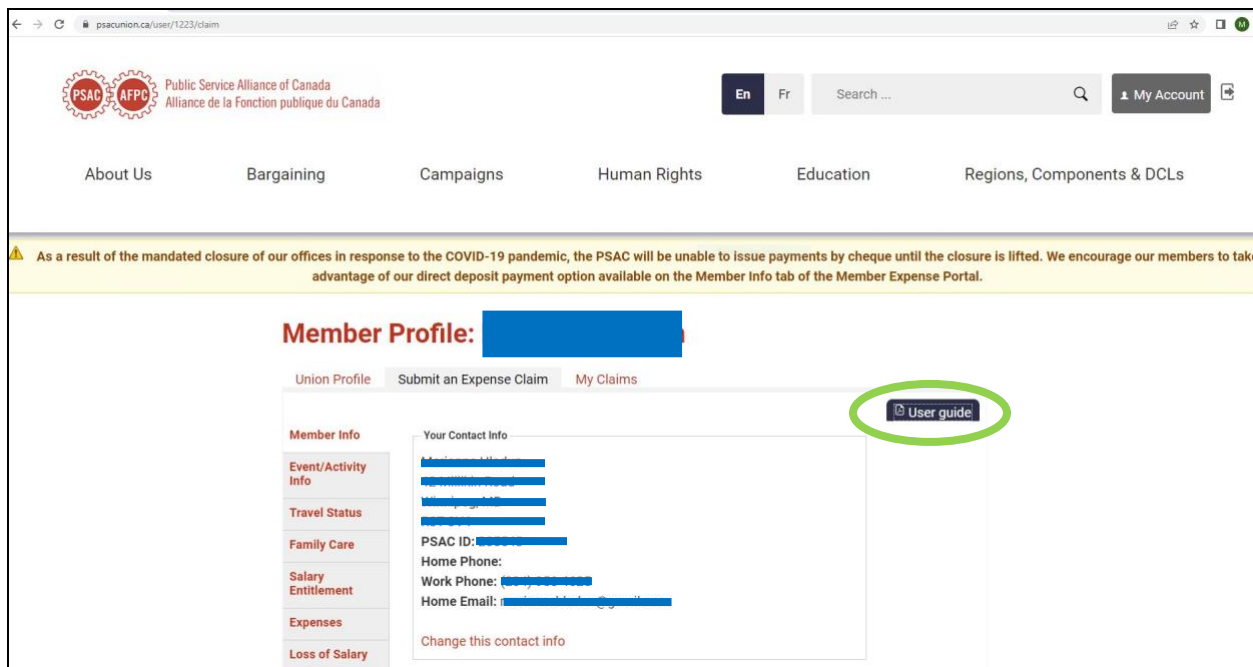
STEP 2



Alt text: Screenshot of the PSAC website login page showing fields for email or username and password, a “Log in” button, and links to recover a username or password. A side panel explains how to create an account and includes buttons for “I have my Account Access Code” and “Create an account.”

For members who have not created their account, please click the button “Create an Account”. If there are difficulties accessing your account, please contact the Administrative Assistant in your nearest Regional Office of the EA to the REVP for assistance.

STEP 3



Alt text: Screenshot of the PSAC Member Portal showing the profile page for Marianne Hladun. The page includes tabs for “Union Profile,” “Submit an Expense Claim,” and “My Claims.” The member information section lists contact details, PSAC ID, and links to change contact info.

A guide to assist with completing the claim can be viewed by clicking on the User Guide button.

Only events for which you have been approved to attend will be shown in your portal. If you are seeking to submit a claim for an event that does not appear in your portal, please contact the Executive Assistant to the REVP to discuss.

The MEP will use current meal and incidental rates and will calculate totals. PSAC uses Treasury Board travel rates and the values are updated when new travel rates are issued..

Member events will automatically close 90 days after the event and require national office to re-open delaying the claims process further.

All claims should be submitted within 30 days following the event. For PRC activities, any questions should be directed to the Executive Assistant to the REVP.

A.2 REGIONAL BUDGET & NOTES (2023 REGIONAL CONVENTION)

Prairie Region Council Budget Prairie Region Convention 2024 - 2026

Revenue	Budget Year 2024	Budget Year 2025	Budget Year 2026
AEC Transfer	191,588.00	191,588.00	191,588.00
Interest	750.00	750.00	750.00
Total Revenue	192,338.00	192,338.00	192,338.00
Expenses			
PRC Meetings	73,500.00	73,500.00	73,500.00
Donations	5,000.00	5,000.00	5,000.00
HRC Assistance	3,000.00	3,000.00	3,000.00
RWC Assistance	7,000.00	7,000.00	7,000.00
Area Council Assistance	12,000.00	12,000.00	12,000.00
Young Workers Committee(s)	1,000.00	1,000.00	1,000.00
MB Federation of Labour	1,000.00	1,000.00	1,000.00
SK Federation of Labour	2,000.00	2,000.00	2,000.00
AB Federation of Labour	1,650.00	1,650.00	1,650.00
Convention	10,000.00	10,000.00	10,000.00
Communications	27,000.00	27,000.00	27,000.00
Area Council / Regional Committee	18,000.00	18,000.00	18,000.00
Financial Training			
PRC Outreach	18,000.00	18,000.00	18,000.00
Memberships	3,000.00	3,000.00	3,000.00
Audit	5,500.00	5,500.00	5,500.00
Youth Camps	3000.00	3000.00	3000.00
Bank Costs	300.00	300.00	300.00
Total Expenses	190,950.00	190,950.00	190,950.00
Excess of Revenue over Expenses	1,388.00	1,388.00	1,388.00

Budget Assumptions:

1. The current level of funding of \$191,588 will not be lowered in the upcoming budget cycle;
2. The PRC composition (or we can say structure) will remain the same in the coming three-year cycle with meetings in compliance with PRC bylaws; and

3. The budget amounts for these expenditures will be available for use by the PRC at any time over the three-year period.

As we look ahead into the next budget cycle, this budget document is presented to continue regional support for PSAC priorities as we know them to be:

- Work together
- Increase membership engagement
- Take effective political action
- And other priorities as determined by the incoming Prairie Region Council

PRC Meetings: The PRC holds a minimum of two face to face meetings annually as required by the Prairie Region Bylaws. This budget line item in support of these meetings has been increased from \$65,500 to \$73,500 annually by removing PRC Committee Meetings (\$15,000) line item and merging the two for a combined reduction of \$7000 over the two now combined line items. We believe this amount will reflect the continuing implementation of cost saving measures, i.e. moving PRC meetings to regional offices versus hotel meeting rooms.

Donations This line item has not changed from the previous amount of \$5,000. Donations have been in support of members from PSAC locals and within the labour movement who have been on extended strikes, donations to local advocacy groups and charities.

Human Rights Committee Assistance This line item has not changed from the previous amount of \$3,000. We have three HRC's in good standing, Edmonton, Calgary, and Regina, and an existing charter for two more, Saskatoon and Winnipeg, and one Regional Indigenous People's Circle (RIPC) in good standing in Northern Saskatchewan, we believe this funding will be sufficient to support their activities.

Regional Women's Committee Assistance This line item has not changed from the previous amount of \$7,000. While we have five RWC's in good standing, Edmonton, Lethbridge, Saskatoon, Regina, and Winnipeg, Westman and an existing charter for two more, Prince Albert and Calgary we believe this funding will be sufficient to support their activities.

Area Council Assistance This line item has not changed from the previous amount of \$12,000. While we have eight AC's in good standing, Edmonton, Calgary, Lethbridge, Prince Albert, Saskatoon, Regina, Westman and Winnipeg, we believe this funding will be sufficient to support their activities.

Young Worker Committee Assistance This line item of \$1,000 is to provide operational funding for Young Worker Committees in the region. While there are currently no YWC's in good standing in the Region there are existing charters for four committees, Edmonton, Calgary, Regina and Winnipeg. This line item will ensure that YWC's have funds available should they reconstitute.

Federations of Labour (MB, SK, AB) The line items for Manitoba and Saskatchewan have not changed from the previous amount. We have increased the line item for Alberta to reflect the increased cost of registration for this convention. In this budget we have allocated \$2,000 for Saskatchewan, \$1,650 Alberta, and \$1,000 for Manitoba. This

would allow for at least three delegate registrations for each year from each province to attend their respective federation convention. We believe that members need to take an active part in the labour movement as a whole and the best way to do that is through the Federations of Labour. PSAC National pays the affiliation fees for our Locals but does not cover the cost of attending Conventions. This line item will ensure we are able to offer members subsidies to participate within their respective Federation of Labour convention.

Convention This line item has not changed from the previous amount of \$10,000. The Prairie Region Convention is now fully funded with money allocated in the PSAC national budget. As there may be unforeseen additional costs associated with this Convention which are not fully allocated from the national budget it is prudent to maintain this line item to ensure that, at least in part, these costs would be covered should there be an occasion where there is no surplus to draw from.

Communications: This line item has been increased from the previous budget from \$19,000 to \$27,000. These funds will be used for the purchase and upgrading of promotional materials and equipment and can also be used to invest in new technologies that may come with license fees or a limited amount of media advertising. The line item has been increased to support our on-going campaigns and our mandate for engagement accounting for the higher cost of promotional material due to inflation.

Area Council / Regional Committee Financial Training This line item has been increased from \$17,000 to \$18,000 for each year of the new budget cycle. The Committee recognized the tremendous benefit of providing in person financial training to Area Council and Regional Committee members to ensure that the regions financial processes are as transparent and easy to follow. While budgeted over a three-year cycle, providing this training once per mandate will ensure that our region operations are completed correctly and on time.

PRC Outreach: This is a new line item of \$18,000 annually to allow for PRC members to better carry out their roles and responsibilities as outlined in *Section 2, Sub-section (2)* of the PSAC Prairie Bylaws. This would allow PRC members to become more actively engaged with the membership and promote the Prairie Region committees/councils, and events. We recognize the value of PRC members to be proactively out in the region in order to foster connections and enrich our regional committees.

Membership In the last cycle this line item of \$3,000 was introduced to cover the annual membership costs to the Canadian Centre for Policy Alternatives in Manitoba and Saskatchewan and Public Interest Alberta. Both organizations provide valuable research and educational resources on issues of both provincial and federal in nature. They are non-profit organizations and as a member PSAC often receives discounts when attending their events.

Audit: In keeping with the budget passed at the 2017 Prairie Region Triennial Convention, a line item had been added to the budget to cover the total invoice cost of a professional audit of financial statements. This item has been increased from \$5,000 to \$5,500 to reflect the current cost and has been added to each year of the budget to provide for an annual audit

Youth Camps – Manitoba, Saskatchewan and Alberta (Mary Veilleux Memorial)

This line item has been reduced from \$4,500 to \$3,000 for the Region. Historically we have funded at least one child to our respective Federation of Labour kid's camps. This line item has been reduced because in 2016 Manitoba kids camp was canceled has yet to be reinstated. In the most recent funding cycle, we have had very few applications to support children to attend these camps. However, with the current ongoing attacks on the union movement, providing funding for future young members to experience and learn about Unions are paramount in ensuring a strong Union movement exists for future generations. There is also one child sponsored each year to the AFL Kid's Camp under a dedicated memorial in the name of the late Sister Mary Veilleux, a UNDE activist and PRC member. Any unused funds from this line items shall be equitably distributed to the camps as a donation.

Bank Costs This line item has been increased from \$250 per year to \$300 to account for increased cost of doing business and will be used for costs such as purchasing cheques and bank transfer fees.

A.3 USEFUL LINKS

PUBLIC SERVICE ALLIANCE OF CANADA

- PSAC National
<http://psacunion.ca>
- PSAC Prairie Region
<http://prairies.psac.com>

LABOUR AFFILIATES

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

Alberta:

- Alberta Federation of Labour (AFL)
<http://www.afl.org>

Saskatchewan:

- Saskatchewan Federation of Labour (SFL)
<http://www.sfl.sk.ca>

Manitoba

- Manitoba Federation of Labour (MFL)
<http://mfl.ca>

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.4.1 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.4.2 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.5.1 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.5.2 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