



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Regional Communications/Secretary	<b>STATUS:</b>	Elected
<b>REPORTING TO:</b>	Regional Council Member	<b>COUNCIL APPROVED:</b>	September 18, 2013 rev: June 25, 2020

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### **POSITION OVERVIEW**

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

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### **KEY ACCOUNTABILITIES**

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

- Develops and maintains a functioning communication network within the region, including communicating with stewards and members
- Maintains correspondence
- Maintains an email system to ensure timely communication with stewards and members
- Liaises with the Regional Communications and Information Technology Assistant (RITA), Purchasing and Printing staff, and coordinates requests (such as photocopying), as needed
- Maintains regional website, if applicable
- Prepares meeting notices, agendas, presentations and minutes
- Processes member registrations for regional events
- Communicates with and sets up venues for regional events
- Performs such other duties as determined by the Regional Executive Team

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

- Attends and actively participates in regional meetings and events as required
- Provides a Regional Communications Secretary report at regional and Executive meetings
- Acts as a support person during regional education events
- Oversees adherence of regional and provincial policies and bylaws
- Is an effective member of the Regional Executive Team
- Communicates with all external partners and others on a regular basis
- Maintains accountability for time spent on union activities

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

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

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## COMMITTEES AND MEMBERSHIPS

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- Member of the Provincial Communications/ Secretary Group
- Is a steward for the region

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## MEASURES OF PERFORMANCE

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- Effective and timely communication to members within the region
- Accurate and organized minute taking and record keeping
- Up to date regional website, if applicable
- Maintains accurate registration data
- Effective execution of projects assigned
- Contribution to the progress towards Regional Operations Plan
- Positive, productive relationships with members and others
- Evidence of problem-solving success with external partners
- Effective Regional Executive Team member

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## COMPETENCIES

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

- **Leadership of Self and Others**
  - Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
  - Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling
- **Representing BCNU**
  - Operates with an understanding that stewards are the face of the Union
  - Understands the role and legal responsibilities of a Union representative
- **Technical Knowledge and Skills**
  - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
  - Willingness and ability to learn new computer platforms (i.e. Cvent, ZOOM, Box, etc.)
  - Strong technical and historical understanding of the Collective Agreement and of the grievance process
  - Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
  - The knowledge and ability to access the information and support needed to fill the role
  - The ability to communicate to members Collective Agreement language and other supporting documents
- **Critical Thinking/Problem Solving**
  - The ability to examine issues and problems and think strategically about potential outcomes and best courses of action
  - Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts
- **Relationship Management**

- The ability to build connections, partnerships and networks to create results
- **Conflict Fluency**
  - The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs
- **Communication**
  - The ability to convey information and ideas in a clear, meaningful and timely manner
  - Aware of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from other
  - The ability to deliver information through a variety of different media and forms, selection the one that best supports their goals and parameters
  - The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
  - The ability to write in a clear, concise, organized and convincing manner

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