

## STEWARD MEETINGS

### SAMPLE UNION MANAGEMENT MEETING - TERMS OF REFERENCE

#### UNION MANAGEMENT MEETING (UMM)

#### BCNU & XX HEALTH AUTHORITY - WORKSITE NAME

#### TERMS OF REFERENCE

##### PURPOSE

*In order to foster better relations between the parties, the purpose of the Committee shall be to discuss matters of mutual concern including matters pertaining to the improvement of quality health care and safe nursing practice. The Committee shall have the power to make recommendations to the Union and to the Employer.*

##### CO-CHAIR

*The Union and Management are co-chairs for the UMM and shall alternate between an Employer representative and a representative of the Union.*

##### MEETINGS

Regularly scheduled meetings will occur the (enter specific date, i.e.. 1st Wednesday of the month) or at the call of the chair (either Union or Management). Meetings may be postponed if mutually agreed to and an alternate meeting date/ time arranged; or would be cancelled if there are no agenda items.

##### MINUTES

Action oriented minutes will be completed by the co-chair who is not fulfilling the chair role and will also alternate between an Employer representative and a representative of the Union. These types of minutes can be approved before concluding each meeting and will be shared to the committee electronically. Minutes are posted once approved.

##### MEMBERSHIP

*The Employer and the Union shall each appoint a minimum of two (2) and a maximum of four (4) representatives to the Union/Management Committee.*

##### UNION

Steward - NAME

Steward - NAME

Steward - NAME

##### MANAGEMENT

Manager - NAME

HRSP - NAME

Site Director - NAME