



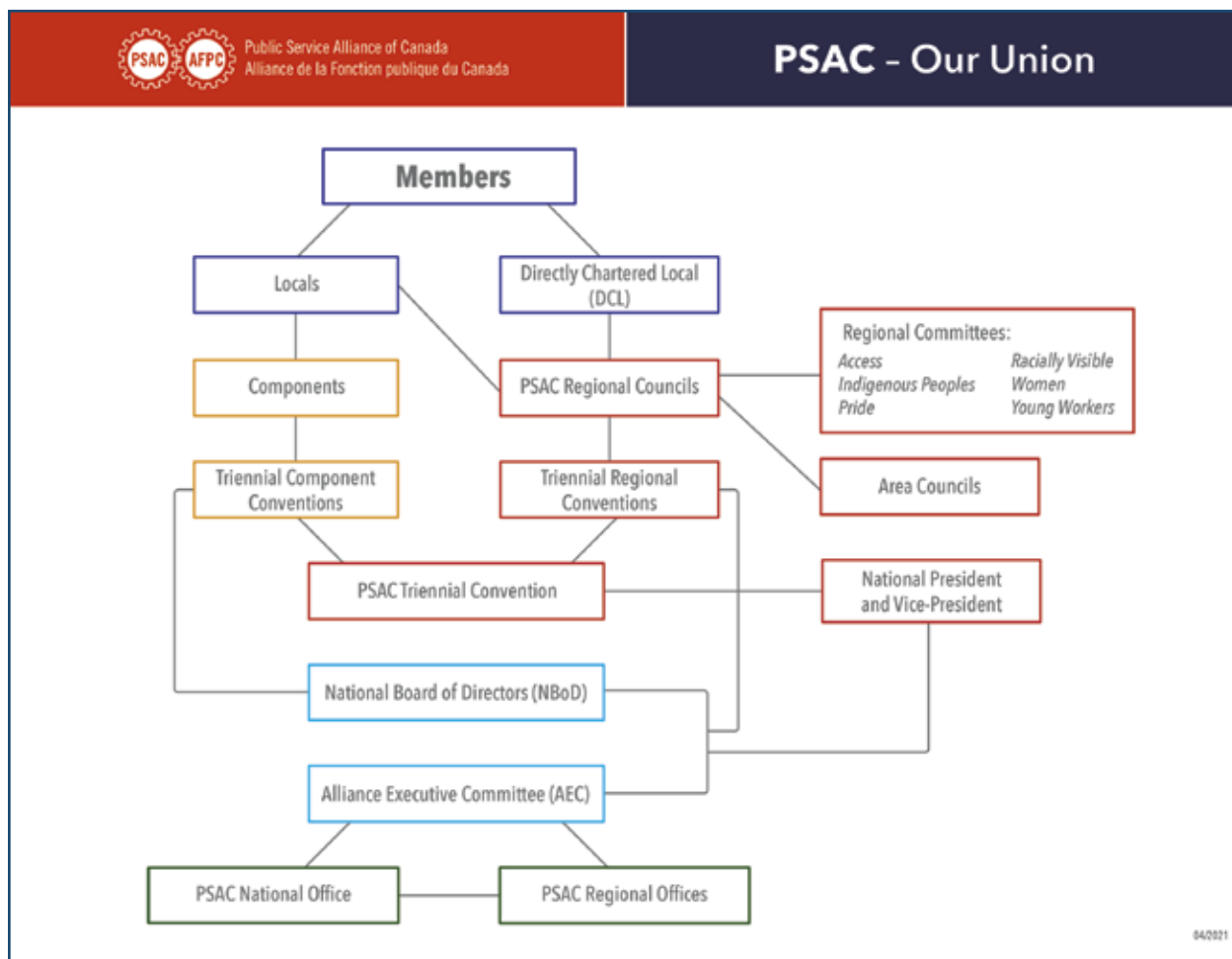
DIRECTORS OF THE ATLANTIC REGIONAL COUNCIL GUIDEBOOK



PSAC · Atlantic
Public Service Alliance of Canada



STRUCTURE OF PSAC



NATIONAL BOARD OF DIRECTORS (NBOD)

Comprised of the Component Presidents and the AEC.

ALLIANCE EXECUTIVE COMMITTEE (AEC)

Comprised of the National President, the National Vice-President and the Regional Executive Vice-Presidents.

COMPONENTS

Components are organized to bring together members who work for the same government department, agency or territorial government. Components have their own decision-making structure, hold their own conventions and elect their own leadership.

The PSAC has 15 Components that are organized along governmental department lines, by federal agency or by territory.

The Components are:

- Agriculture Union (AGR)
- Canada Employment and Immigration Union (CEIU)
- Customs and Immigration Union (CIU)
- Government Services Union (GSU)
- Union of National Employees (UNE)
- Nunavut Employees Union (NEU)
- Union of Canadian Transportation Employees (UCTE)
- Union of Health and Environment Workers (UHEW)
- Union of National Defense Employees (UNDE)

- Union of Northern Workers (UNW)
- Union of Postal Communications Employees (UPCE)
- Union of Safety and Justice Employees (USJE)
- Union of Taxation Employees (UTE)
- Union of Veterans' Affairs Employees (UVAE)
- Yukon Employees Union (YEU)

DIRECTLY CHARTERED LOCALS (DCLS)

A local that is not part of a Component is known as a Directly Chartered Local (DCL). DCLs are structured to meet the specific needs of their sector or workplace.

STRUCTURE OF PSAC ATLANTIC

REVP: The REVP (and his/her alternate in his/her absence) is the chairperson of the Regional Council.

The Regional Council is comprised of 19 Directors (who all have 2 alternates). The Directors represent members of equity seeking groups, with non-Treasury Board/separate employers and in each Atlantic Province as follows:

- Provincial Director – NB
- Provincial Director – NB
- Provincial Director – NS
- Provincial Director – NS
- Provincial Director – NL
- Provincial Director – NL
- Provincial Director – PEI
- Provincial Director – PEI

- Director for LGBTQ2+ members
- Director for racially visible members
- Director for members with disabilities
- Director for women, Maritimes
- Director for young workers
- Director for francophone members
- Director for Indigenous members
- Director for women, NL
- Director for members with non-Treasury Board/separate employers – NL
- Director for members with non-Treasury Board/separate employers – Maritimes
- Director for members of Directly Chartered Locals – Atlantic

ROLES AND RESPONSIBILITIES OF THE ATLANTIC REGIONAL COUNCIL

The Atlantic Regional Council structure shall be founded upon and guided by solidarity, inclusiveness, fairness, equity, transparency, accountability, and union principles while the need to communicate in both official languages.

The Atlantic Regional Council shall:

- i) Be responsible for the affairs of the PSAC Atlantic Region between Triennial PSAC Atlantic Regional Conventions;
- ii) Apply PSAC policies according to the needs and realities of Atlantic members;
- iii) Have the power to develop regulations as are necessary for the proper conduct of the business of the union;
- iv) Define the issues that the REVP Atlantic should submit to the Alliance Executive Committee and the National Board of Directors of the Alliance;
- v) Address all issues important to the PSAC members in the Atlantic Region;
- vi) Ensure that minutes of all Atlantic Regional Council meetings and Directors' reports shall be posted on the Atlantic regional website no later than 60 days from the date the meeting is held; and
- vii) Not interfere in the jurisdictional responsibilities of the Components.

The Directors shall:

- i) Attend the Atlantic Regional Council meetings and the Triennial PSAC Atlantic Regional Convention;
- ii) Submit at each Atlantic Regional Council meeting a written report of activities;
- iii) Serve on Atlantic Regional Council committees;
- iv) Ensure and promote representation of their area of jurisdiction in the various union bodies, programs and social justice groups;
- v) Attend meetings and/or support the activities and continued activism of committees within their area of jurisdiction; and
- vi) Be the spokesperson for the PSAC Atlantic within their area of jurisdiction, when requested by the REVP.



PSAC ATLANTIC REGIONAL COUNCIL COMMITTEES

- | | | | |
|--------------|------------------|--------------------|-----------------------|
| i) Education | iii) Women | v) Health & Safety | vii) Political Action |
| ii) Finance | iv) Human Rights | vi) Environment | |

The REVP Atlantic, in consultation with the Atlantic Regional Council, shall coordinate democratic processes to ensure that committee members are selected by the constituencies and groups they represent. Once the Atlantic Regional Council is satisfied that a democratic process has been followed, the appointments of committee members shall be ratified by the Atlantic Regional Council.

DIRECTORS BUDGET

Funding in the amount of \$19,000 annually (\$1,000/Director) has been approved at the Triennial Atlantic Regional Convention to facilitate the work of the Directors and to promote more visibility within the region.

This line item can be carried forward to the following year(s) within the 3-year budget cycle, as approved at the Triennial Atlantic Regional Convention.

Directors choosing to access their funding may do so by submitting a request to the REVP providing rationale.

REQUEST FOR PROMOTIONAL MATERIAL

A small budget in the amount of \$1,000 annually has been approved at the Triennial Atlantic Regional Convention to allow the REVP to fulfill various requests for promotional material for silent auctions, conferences and other various events held throughout the region.

Please contact the REVP's office should you be attending an event for which you think promotional materials might be required.

COMPLETING EXPENSE CLAIMS / MEMBER EXPENSE PORTAL (MEP)

In the late fall of 2014, the PSAC Finance branch launched the Member Expense Portal (MEP).

(See appendix A for the detailed policy, EFT completion and MEP guide)

When submitting a claim in relation to a Council Meeting or Director's expense, you are asked to submit in the following manner:

EXPENSES (MEALS, MILEAGE, TOLL, INCIDENTALS ETC.):

You are requested to submit a paper copy with necessary receipts to REVP's Office.

LOSS OF SALARY & FAMILY CARE:

You are requested to submit your claim through the Member Expense Portal (MEP)

**No receipts will be required, however, frequent audits take place so it is required that you retain your receipts for a two year period.*

Expenses related to your role on the Atlantic Regional Council must be approved by the office of the REVP. Please ensure the date, time and location of the event is provided to the REVP's office so that the event can be properly set up on the Member Expense Portal.

ADVANCES & FAMILY CARE

Advances for Regional Council meetings will be provided in the following manner:

MILEAGE, PER DIEM, ETC.

An advance to assist in covering off expenses occurred to attend a Council meeting will be mailed via cheque prior to your arrival to the meeting. The advance covers off approximately 60% of expenses expected to incur. The remaining balance will be mailed to you in a timely manner following the Council meeting.

FAMILY CARE

A family care advance will be issued on the first day of Council business to those who have submitted a request on the determined deadline providing the following relevant information:

- number of children;
- hours and days of daytime and overnight care;
- written explanation is required for childcare costs provided outside of existing childcare arrangements.

PSAC IN THE GREATER LABOUR MOVEMENT

The PSAC is connected to the international labour movement through our affiliation with Public Service International (PSI). Public Services International serves as a link to other public service unions around the world.

In terms of the Canadian labour movement, the PSAC is affiliated with the Canadian Labour Congress (CLC). The Canadian Labour Congress represents the interests of more than three million affiliated workers in every imaginable occupation from coast to coast to coast.

The CLC is the umbrella organization for dozens of affiliated Canadian and international unions, as well as provincial federations of labour and regional labour councils. PSAC locals may also affiliate with provincial and territorial federations of labour and many are affiliated to district labour councils across the country.

FEDERATIONS OF LABOUR

In the Atlantic Region the voice of the labour movement is represented by its provincial federations of labour: The Newfoundland and Labrador Federation of Labour, the Nova Scotia Federation of Labour, the Prince Edward Island Federation of Labour and the New Brunswick Federation of Labour, to which the PSAC is affiliated. The federations' primary goal is to speak on behalf of and provide resources to its affiliated unions. The federations of labour put

forward the interests of union members across the province to government, employers and the general public.

DISTRICT LABOUR COUNCIL

A District Labour Council is a community based central labour organization representing trade union members at the local level. District Labour Councils are affiliated with the CLC. The Labour Councils' goal is to ensure that our communities and our elected representatives at all levels of government respond to the needs of the people. The Labour Councils speak out on issues affecting people in their workplace and their communities and collaborate to deliver programs and actions consistent with the policies and programs of the CLC.

AREA COUNCILS

Area Councils are cross-Component/DCL organizations comprised of members from different locals within a defined geographic area. They are primarily responsible for political action and engage with PSAC campaigns. Area Councils are recognized in the PSAC Constitution and their delegates have voice and vote at PSAC National and Regional Conventions. Area Council delegates also have the right to submit resolutions to both PSAC National and Regional Conventions.



The formation of new Area Councils is governed by Section 14 of the PSAC National Constitution and requires approval from the AEC.

Area Councils are required to meet at least four times a year and their minutes must be provided to the REVP.

REGIONAL WOMEN'S COMMITTEES

PSAC Regional Women's Committees (RWCs) provide an opportunity for PSAC women to organize in their regions and work together collectively. They give recognition and credibility to women's rights as an important concern of the union. Committees aim to inform and educate women on the political, social, economic, and workplace issues that affect them. RWCs also speak for women with a strong, common voice and advocate policies that promote women's rights. They also mobilize women to participate in the union and to take action on the issues and empower women with the knowledge, skills and confidence they need to exercise effective leadership.

HUMAN RIGHTS COMMITTEES

Regional Human Rights Committees play an active role in the education of members, employers and communities about human rights issues. They act as a resource to members on human rights issues, as well as a hub of activism. These committees are established in accordance with Section 15 of the PSAC Constitution, which enables the establishment of regional equity committees representing any of the four equity groups, or human rights committees, representing all of the four equity groups. To find out more, contact your regional office.

YOUNG WORKERS COMMITTEES

The main objectives of young workers committees are to educate young workers about the labour movement as a whole; engage, mobilize and retain young workers; and raise awareness on a series of issues that young workers face today. Young Workers Committees are designed to give young workers a starting point to become committed activists. Such a committee provides also a place to network with other young people on issues unique to workers in the early stages of their careers. As of the 2015 PSAC National Triennial Convention, "young worker" is defined as persons 35 years of age and under.

Report to the Atlantic Regional Council

Name: _____ Date: _____

Constituency (area, equity, etc.): _____

ACTIVITIES SINCE THE LAST REGIONAL COUNCIL MEETING

Activity	How it fulfilled my role on the Regional Council
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHALLENGES YOU HAD TO COPE WITH SINCE THE LAST MEETING

WHAT WOULD YOU LIKE TO WORK ON NEXT?

RESOURCES AND USEFUL LINKS

psacatlantic.ca - PSAC Atlantic website

psacunion.ca/rand - electronic application for membership form

psacunion.ca - PSAC National website

canadianlabour.ca - Canadian Labour Congress

world-psi.org - Public Service International

nlfl.nf.ca - Newfoundland and Labrador Federation of Labour

fednb.ca - New Brunswick Federation of Labour

nsfl.ns.ca - Nova Scotia Federation of Labour

peifl.ca - Prince Edward Island Federation of Labour

policyalternatives.ca - Canadian Centre for Policy Alternatives

psacunion.ca/apsar - Association of Public Service Alliance Retirees

rabble.ca - online news

ndp.ca - Federal New Democratic Party

agrunion.com - Agriculture Union

ceiu-seic.ca - Canada Employment and Immigration Union

ciu-sdi.ca - Customs and Immigration Union

uhew-stse.ca - Union of Health and Environment Workers

gsu-ssg.ca - Government Services Union

une-sen.org - Union of National Employees

ucte.com - Union of Canadian Transportation Employees

unde-uedn.com - Union of National Defense

upce.ca/en - Union of Postal Communications Employees

usje-sesj.com - Union of Safety and Justice Employees

ute-sei.org - Union of Taxation Employees

uvae-seac.ca - Union of Veterans Affairs Employees

PSAC GLOSSARY OF ACRONYMS

AEC	Alliance Executive Committee
AGM	Annual General Meeting
AGR	Agriculture Union
APSAR	Association of Public Service Alliance Retirees
ASD	Alternative Service Delivery
CCOHS	Canadian Centre for Occupational Health and Safety
CCPA	Canadian Centre for Policy Alternatives
CEIU	Canada Employment & Immigration Union
CFIA	Canadian Food Inspection Agency
CFIB	Canadian Federation of Independent Business
CHRA	Canadian Human Rights Act
CHRC	Canadian Human Rights Commission
CIU	Customs and Immigration Union
CLC	Canada Labour Code
CLC	Canadian Labour Congress
CRA	Canada Revenue Agency
DCL	Directly Chartered Local
DLC	District Labour Council
DI	Disability Insurance
EI	Employment Insurance
EAP	Employee Assistant Program
FAA	Financial Administration Act
GSU	Government Services Union
H & S	Health and Safety
HRC	Human Rights Committee
ILO	International Labour Organization
IWD	International Women's Day
JLP	Joint Learning Program
JOSH	Joint Occupational Safety and Health
LGBTQ2+	Lesbian, gay, bisexual, transgender, queer (or sometimes questioning), and two-spirited
LTD	Long-Term disability
LOS	Loss of salary
LWOP	Leave without pay
MCS	Multiple Chemical Sensitivity
MOU	Memorandum of Understanding
MP	Member of Parliament
MLA	Member of the Legislative Assembly
NAFTA	North American Free Trade Agreement

NAPC	National Aboriginal Peoples' Circle
NBFL	New Brunswick Federation of Labour
NBoD	National Board of Directors
NCR	National Capital Region
NDP	New Democratic Party
NEU	Nunavut Employees Union
NEVP	National Executive Vice-President
NHU	National Health Union
NJC	National Joint Council
NLFL	Newfoundland and Labrador Federation of Labour
NSFL	Nova Scotia Federation of Labour
NVP	National Vice-President
PEIFL	Prince Edward Island Federation of Labour
PSC	Public Service Commission
PSAC	Public Service Alliance of Canada
PSAC ID	Membership identification number
PSEA	Public Service Employment Act
PSI	Public Services International
PSLRA	Public Service Labour Relations Act
PSSRB	Public Service Staff Relations Board
PSSA	Public Service Superannuation Act
PSMIP	Public Service Management Insurance Plan
REVP	Regional Executive Vice-President
RO	Regional Office
RVP	Regional Vice-President
RWC	Regional Women's Committee
SJF	Social Justice Fund
TB	Treasury Board
TOR	Terms of Reference
UCTE	Union of Canadian Transportation Employees
UHEW	Union of Health and Environment Workers
UMCC	Union Management Consultation Committee
UNDE	Union of National Defense Employees
UNE	Union of National Employees
UNW	Union of Northern Workers
UPCE	Union of Postal Communications Employees
USJE	Union of Safety and Justice Employees
UTE	Union of Taxation Employees
UVAE	Union of Veterans Affairs Employees
WFA	Work Force Adjustment
WTO	World Trade Organization
YEU	Yukon Employees Union

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