

## Board of Directors Nominee Résumé

### 1. Nominee Information



**Name:** Nancy Downard  
**Nominee for (Position):** Vice President Region 5  
**Personal Email:** nancydownard@rogers.com

**2. Region:** 5      **Local #:** 21

### 3. Leadership Experience:

I have served in the following Local and/or Bargaining Unit Leadership positions.

#### Grievance Chair

Ontario Nurses' Association (ONA) – Ontario Health atHome, SW

2016 – Present

- Represent members in grievance meetings with management, ensuring fair and timely resolution of workplace disputes.
- Administer and enforce collective agreement provisions through the grievance process from initial filing to arbitration.
- Collaborate closely with members, LROs, and union leadership to assess, build and present strong grievance cases.
- Support member education on their contract rights and grievance procedures fostering empowerment & engagement.

#### Professional Responsibility Workload Report Form (PRWRF) Chair

Ontario Nurses' Association (ONA) – Ontario Health atHome, SW

2019 – Present

- Assist & support members in identifying and addressing workload and professional responsibility issues affecting patient care and safety
- Guide members through the PRWRF process ensuring timely and accurate completion of forms and adherence to collective agreement timelines.

- Provide education on their rights and responsibilities regarding workload concerns, fostering awareness and self-advocacy.
- Maintain detailed records of meetings to ensure transparency and continuity in follow-up discussions. and collaborate with management to find resolutions.
- Collaborate with management, LROs and other union leaders to seek effective, collaborative solutions to systemic workload challenges.

#### **London Site Representative**

Ontario Nurses' Association (ONA) – Ontario Health atHome, SW

2019 – Present

- Represent the largest site within the south west region, supporting over 50% of bargaining unit members.
- Act as primary contact for concerns and questions, fostering member engagement.
- Collaborate with union leadership to ensure site-level consistency in advocacy and communication.
- As there is no Safe Return to Work/Accommodation representative in London, appropriate Safe Return to Work and Accommodation support provided to members.
- Mentor new members and support organizing efforts at the site.

#### **Labour-Management Committee Member**

Ontario Nurses' Association (ONA) – Ontario Health atHome, SW

2019 – Present

- Represented ONA members in regular meetings with OH atHome leadership to address workplace concerns and promote constructive labour relations.
- Participated in joint discussions focused on staffing, scheduling, workload, workplace culture, and policy interpretation.
- Promoted proactive communication and issue resolution to prevent escalation to grievances.
- Provided input on systemic improvements and advocated for fair, consistent application of the collective agreement.

#### **Local Executive Committee Member**

Ontario Nurses' Association (ONA) – Ontario Health atHome, SW

2019 – Present

- Elected member of the Local Executive Committee, contributing to strategic planning, decision-making, and oversight of local union operations.
- Collaborated with executive team members to address member concerns, support mobilization efforts, and implement union initiatives.
- Participated in budget discussions, campaign planning, and policy enforcement at the local level.

- Acted as a liaison between executive leadership and site reps to ensure coordinated and effective union representation.

### **Member, Provincial Governance & Nominations Committee**

Ontario Nurses' Association (ONA) – Provincial Level

January 2023 – Present

- Participate in biennial reviews of ONA's Constitution, Statement of Beliefs, and Policy Manual.
- Develop and submit policy and governance recommendations to the Board of Directors.
- Collaborate with fellow committee members to develop and submit recommendations to the Board of Directors regarding constitutional, policy and structural changes.

### **Occupational Health & Safety (OH&S) Representative**

Ontario Nurses' Association (ONA) – Ontario Health atHome, SW

2009 – 2016

- Certified JHSC member and Co-Chair of OH&S Committee.
- Conducted inspections, incident reviews, and risk assessments.
- Advocated for safe work environments and member rights under OHSA.
- Delivered member education on safety procedures and the right to refuse unsafe work.

### **Core Skills**

- Grievance Handling & Contract Administration
- Workload & Professional Responsibility Advocacy
- Health & Safety Representation (Certified JHSC)
- Member Education & Empowerment
- Union Policy & Constitutional Review
- Strategic Communication & Problem Solving
- Collaborative Leadership & Team Building
- Equity, Diversity & Inclusion Advocacy

### **Education & Certifications**

RegN, BScN

University of Western Ontario

ONA Health & Safety Certification – Ontario Nurses' Association / JHSC – Certified Member

- WSIB and OSACH 2010

### **Additional Union Training**

- Sep 2018 Leadership Conference – Novice Stream
- Feb 2020 New BUP and Grievance Chair Workshop
- Oct 2020 Outlook Training

- Nov 2020 Human Rights & Equity Caucus
- Mar 2021 Advanced PRC Workshop: Job Cuts & Tracking
- Mar 2021 Advanced Engaging Members with Digital Communications at Local Level
- Apr 2021 Resolving Conflict
- Jun 2021 Resolving Conflict
- Sep 2021 Leadership Accountabilities Forum
- Feb 2022 Preparing Your Team for Negotiations
- Jun 2023 Election Process at The Local and Bargaining Unit Level
- Jun 2024 Resolving Conflict
- Oct 2024 Basic Introduction to Human Rights
- Oct 2024 Harassment, Mobbing & Bullying
- Nov 2024 Introduction to Professional Responsibility & Workload Process for Ontario Health atHome

### **Professional Summary**

Dedicated and experienced ONA leader with over 15 years of union involvement at the local, regional, and provincial levels. Proven track record of representing and advocating for members through roles including Grievance Chair, PRWRF Chair, Labour Management Committee, Local Executive Committee, OH&S Representative, and Site Representative for the largest single site within Ontario Health atHome, South West. Skilled in contract administration, workload and safety advocacy, and collaborative problem-solving with management and union leadership. Currently serving on ONA's Provincial Governance & Nominations Committee, contributing to policy, constitutional, and leadership planning. Recognized for strong communication, strategic thinking, and a deep commitment to member engagement, empowerment, and equity. Ready to bring experience and vision to a higher level of union leadership.