

**MANDATE**  
**VICTORIAN ORDER OF NURSES PROVINCIAL NEGOTIATING TEAM**

The Victorian Order of Nurses (VON) Provincial Negotiating Team represents membership throughout the process of provincial negotiations with Participating VON in keeping with ONA's Vision, Mission, Values, Constitution and Goals. This includes the establishment of the provincial process, the finalization of initial contract proposals and any amendments thereto as necessary during provincial negotiations. The team will ensure the ratification process of the Organization is followed in the event of a provincial settlement; or the arbitration process, where voluntary settlement is not reached. The team will be responsible, through the President, for keeping membership informed as appropriate.

**SCOPE OF WORK FOR VON PROVINCIAL NEGOTIATING TEAM:**

The mandate of the VON Provincial Negotiating Team includes:

- Attend and participate in orientation/education programs.
- Attend and participate in any regional/bargaining unit proposal development/ demand setting meetings.
- Attend and participate in any provincial mobilizing events.
- Provide input into negotiating and finalizing a “Memorandum of Conditions for Joint Bargaining” with Participating VON.
- Make recommendations to the Board of Directors with respect to next steps, strategies and further actions if the terms and conditions for provincial bargaining cannot be satisfactorily resolved in alignment with membership priorities and strategic priorities and actions.
- Finalize outcomes and objectives for the provincial process.
- Review bargaining objectives, regional proposals, membership research and supporting data on provincial issues and help assist with the prioritization of issues.
- Finalize initial contract proposals relative to provincial issues.
- Attend regional/provincial meetings in relation to the negotiation process and present final proposals for approval by membership.
- Attend and participate in all negotiations including conciliation, mediation and arbitration, if necessary.
- Review, assist with prioritization and have input into, any arbitration submissions.
- Communicate regularly to the Board of Directors and membership through the Provincial President on the status of provincial bargaining.
- Ensure the ratification process is followed and attend and participate in any sector meeting(s) held to interpret a settlement and finalization of a plan for implementation.
- Attend and participate in any sector meeting(s) held to interpret a provincial arbitration decision and finalization of a plan for implementation.
- As necessary, attend and participate in education session(s) and learning opportunities relative to the provincial process.

**ORIENTATION/EDUCATION:**

The members of the VON Provincial Negotiating Team will receive orientation/education, which will take place prior to the regional/bargaining unit proposal/demand setting meetings. Subsequent orientation/education will be held prior to setting of proposals which will enable individuals to carry out their roles on the Team. There is an expectation that all Team members are to attend orientation.

**MEETINGS:**

During preparation time, the VON Provincial Negotiating Team will meet as required. During negotiations, meetings could take place for extended hours in a 24-hour period any day of the week, including weekends.

**QUALIFICATIONS RECOMMENDED:**

1. A minimum of three (3) years relevant work experience.
2. Active at the bargaining unit level in grievances or Labour/Management Committees, Professional Responsibility Concerns.
3. Attended at least two (2) relevant ONA education workshops; and,
4. Additional preparation and experience in labour relations is desirable.

**COMPOSITION:**

The team will be composed of one (1) member with entitlements from each Region in the province. Each member of the VON Provincial Negotiating Team will be elected by and from the VON members in their respective Region. In addition, the President, First Vice-President, and the Chief Executive Officer (or designates) will be ex-officio members of the Team.

The team will be supported by select key ONA negotiations staff.

**TERM:**

Effective at the commencement of orientation to the completion of bargaining a renewal provincial collective agreement.

**PROCESS FOR SELECTION:**

1. Nominations will be requested from full-time and part-time VON members with entitlements working in VON.
2. The call for nominations will include a date, after which no nominations will be accepted.
3. Candidates, who consent to nomination, must be members with entitlements working in a VON as set out in #1 above nominated by and from a VON member with entitlements.
4. Candidates are asked to complete a resume form.
5. Once nominations have been closed, candidates will be validated with respect to membership. A ticket of nominations will be provided/made available to every full-time and part-time VON member with entitlements working in VON. The Ticket of Nominations shall be posted on the ONA website. Voting information will be provided to members with entitlements working in VON.
6. Each member with entitlements employed in VON will be entitled to one (1) vote in accordance with the ONA's Constitution.
7. Candidates, VON Bargaining Unit Presidents and Local Coordinators will be notified of the successful candidates.