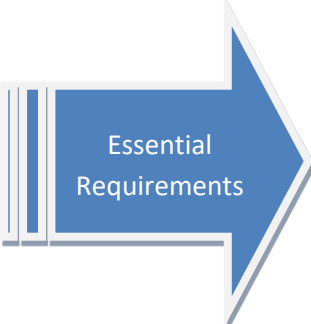


# HOW TO BE A YAEP REP!



## Essential Requirements

### Attend Central Council Meetings called by the Executive.

YAEP's Central Council has been created to allow the membership a voice in decisions made during the year. The YAEP representatives are liaisons between the organization and its membership.

**Conduct polls and surveys of members as requested by the Executive. Respond in a timely manner to emails and/or requests for information. Ensure votes are conducted and/or information is shared with colleagues.**



## Good Practises

### Convene a meeting of the members to share views on Central Council issues.

Be a conduit of information so member concerns are raised to the Executive Committee and/or YAEP Staff; YAEP cannot act if we are unaware of the issue.

### Receive and distribute information from the YAEP office.

Post the Wednesday Fax and distribute any other materials sent to you by YAEP.

### Be available to members requiring assistance with YAEP matters.

Before giving members employment or Collective Agreement advice, contact and communicate with YAEP to obtain feedback and interpretation about a member's issue or disciplinary matter.



## Representing a colleague

- Before the meeting commences**, confirm member is informed of:
  - 1) the purpose of meeting including if it is disciplinary or could lead to discipline; and,
  - 2) the summary of the issues to be addressed.
- Seek YAEP staff representation** and advocacy if "out of depth"/serious disciplinary issues are raised; request adjournment and re-scheduling of the meeting.
- Prepare comprehensive notes** (not audio recording) of issues discussed at meeting and be specific about details, dates, content of allegations and member's responses. Keep the notes; only share them with YAEP and the member you're representing.
- Request a break** or ask meeting to be slowed to allow you to take comprehensive notes.
- Encourage member** to contact YAEP and seek ERA representation/advice – you are not the decision maker and do not have to give an opinion.

## CONTACTS

YAEP Office: 668 – 6777

Doug Rody: Employment Relations Advisor, Ext. 6

Ethan Emery: Executive Director, Ext. 2