

A | M | A | P | C | E | O MEMBER NEWS

Association of Management, Administrative and Professional Crown Employees of Ontario

www.amapceo.on.ca

Did you know...?

Under our Collective Agreement, AMAPCEO employees may apply for any position, regardless of whether the job ad identifies an area of search. Also, did you know that not all AMAPCEO job vacancies are advertised in *Topical*? Additional job ads can be found on the following government intranet site: <http://142.108.46.59/amapceo/welcome.htm>.

Call for Nominations

Deadline Friday, October 1, 2004

Nominations are now open for a number of elective positions in AMAPCEO, at both the central and chapter levels. Nominations, including self-nominations, are invited from members-in-good-standing.

This year, five positions on the Board of Directors will be open for nomination:

- President
- Vice-President
- Three Directors

Three positions on the five-member Audit Committee are also open.

In addition, a number of Chapter Chair,

Chapter Executive Committee and Delegate positions are open in AMAPCEO Chapters.

Details, including a description of the responsibilities of each position, appear inside this special edition of *AMAPCEO Member News*.

The term of office for all positions is two years and incumbents are eligible to be re-elected. The nomination form is available on the Association's Web site. The nomination deadline is 12:00 noon on Friday, **October 1, 2004**, by which time nomination forms must be received by the Chief Returning Officer c/o the AMAPCEO office.

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Sign-Up Drive Results in Over 700 New Members: 20 New Delegate Positions Required for Annual Conference

We reported in the July edition that the Spring sign-up campaign had generated 500 new members in the space of one month, constituting an enormous vote of confidence in the Association by our membership. The campaign, which is targeting existing employees in the bargaining unit who have not yet signed up as members-in-good-standing, is the first stage of our current membership development and mobilization initiative.

As of mid-August, 750 new

members had signed up, exceeding our goal by almost 200. One by-product of a higher membership is a larger number of representatives at the Annual Delegates' Conference - a total of 20 new Delegate positions.

The number of Delegates from each Chapter is determined on the basis of one Delegate for every fifty members. Sixteen of 24 Chapters increased their membership sufficiently to gain at least one additional Delegate.

Two Chapters (MBS and MTO) increased by two Delegates and the Ministry of Health Chapter had the greatest increase, gaining three additional Delegates.

Once again, a warm welcome to all new members. Thank you for your confidence in AMAPCEO. We hope you will become actively involved and contribute your skills and experience as a volunteer.

AMAPCEO's Governance Structure

The internal governance structure of the Association has evolved over a number of years to accommodate our need to represent 7,000 employees in every ministry and in every region of the province. The supreme governing body is the **Annual Delegates' Conference (ADC)**, which meets every Fall (this year on December 3 and 4 in Toronto), but which may meet at other times if required. Members of the Delegates' Conference include the members of the Board of Directors, the Chairs of the 24 Chapters and additional Delegates elected from each Chapter on the basis of one Delegate for every fifty signed-up members in good standing.

Responsibilities of the ADC include: approving the annual budget; accepting audited financial statements; authorizing membership dues; electing the Board of Directors; adopting constitutional amendments; and establishing bargaining priorities.

The **Board of Directors** is responsible for "managing the affairs of the Association" and consists of nine members: four Officers (President, Vice-President, Secretary and Treasurer) and five additional Directors. Terms are staggered with approximately one-half of the positions up for election each year. The Board of Directors is accountable to the ADC.

Between meetings of the Delegates, the Board is accountable to a **Provincial Council**, which consists of all members of the Board plus the 24 Chapter Chairs. The Council is required to meet at least six times a year.

Members of AMAPCEO are assigned to a **Chapter**. Those working in the Greater Toronto Area, Hamilton, St. Catharines and Simcoe, Bruce and Huron Counties are members of their ministry-based Chapter and those in the rest of the Province belong to a regional chapter. Each Chapter elects a Chapter Chair and two members of the Chapter Executive Committee. In addition, however, all elected Delegates are *ex officio* members of the Chapter Executive. Typically, about one-half of the Chapters hold elections in the Spring and the remainder are scheduled for the Fall. This year, however, because 20 new Delegate positions have been created due to membership growth over the Summer (see article on page one), all but one Chapter will have elections this Fall, including those who also had elections in the Spring.

A more complete description of the roles and responsibilities of AMAPCEO's governing bodies is contained in our Constitution, a copy of which is posted on the Association's Web site (www.amapceo.on.ca).

Responsibilities of Elected Officials

What follows is a brief summary of the role and responsibilities of the elected positions for which nominations are being sought at this time. Please visit the Web site for a more complete description, plus a list of those whose terms are continuing for another year and the exact number of positions that are open in each Chapter.

Central (Election by the Annual Delegates' Conference):

The *President* of the Association is AMAPCEO's chief executive officer and is a member of the Board of Directors, Provincial Council and the Delegates' Conference. The President's position is considered to be full-time, for which he or she receives a salary from the Association while on full-time leave from his or her OPS job. The President chairs the Executive Committee and is an *ex officio* member of the Bargaining Team. By current Board policy, the President is AMAPCEO co-chair of the ACERC (AMAPCEO Central Employee Relations Committee).

The *Vice-President*, in consultation with the President, shares some of the leadership responsibilities of the President, fulfills the duties of President when he or she is temporarily absent or otherwise unable to perform the duties of the office and assumes other duties as agreed by the Board. The Vice-President is a member of the Board of Directors, Provincial Council, the Delegates' Conference and the Executive Committee and, by Board policy, a member of ACERC.

Director (Member of the Board of Directors): Three positions are open for nomination - two for two-year terms and one for a one-year term. Members of the Board are also members of Provincial Council and the Delegates' Conference and typically also sit on at least one Board committee. The Board meets in regular session once each month although additional special meetings are also held during the year as required. All meetings are held in Toronto and members receive paid leave to attend all meetings and are reimbursed for relevant travel, accommodation and meal expenses.

Audit Committee: Three positions are open on the five-member Audit Committee. This body is a committee of the ADC and is responsible for providing an independent oversight of the audit function by advising the Board on the selection of the Association's external auditor and reviewing the annual auditor's report. The full terms of reference of the committee are contained in By-law 3, which is posted with the Constitution on the Web site. The committee meets a few times each year in Toronto and members receive appropriate paid leave and reimbursement of expenses to attend meetings.

Chapter Positions (elected by the membership of each Chapter):

Chapter Chair: Each Chapter Chair presides over Chapter meetings, including the Chapter Executive Committee, and acts as a communications link between

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Employment Opportunity at AMAPCEO

Dispute Resolution Officer (DRO) Full Time, Permanent

Salary Range (Annual): \$59,229 - \$77,536

Major Responsibilities include:

- Advising and counseling members and/or Association Representatives on terms and conditions of employment, on Collective Agreement rights and entitlements, and on specific workplace issues and/or problems;
- Assisting members and/or Association Representatives with questions, complaints, or disputes/grievances;
- Processing disputes/grievances through the dispute resolution processes, up to and including arbitration, including fact-finding, problem-solving, and negotiating;
- Providing on-going support, advice and guidance to Association representatives and elected officials;
- Providing staff support to internal and to joint committees; and
- Other duties as assigned.

Candidates should possess:

- Relevant experience working in the field of labour relations, specifically in the areas of dispute resolution and/or grievance handling;
- Excellent communication, research, analytical, and problem-solving skills;
- Experience interpreting/administering collective agreements and human resource policies and practices;
- Knowledge of the Ontario Public Service, and relevant employment statutes and regulations;
- Excellent negotiations, advocacy and facilitation skills;
- Ability to work in a small, collegial, fast-paced, multi-issue office with a mix of elected officials, volunteers and professional staff; and
- Computer skills (e.g. word processing).

Location: 1 Dundas St., W., Suite 2310, Toronto, ON M5G 1Z3

Travel Requirements: Occasional travel required

Preferred Start Date: Immediately

All interested applicants should submit a detailed resume by Monday, September 20, 2004, before 5:00 p.m. to the attention of Farrah Karim, Senior Administrative Officer. A copy of the job description is available upon request. Please see our Web site for more information (www.amapceo.on.ca).

Future Issues

AMAPCEO officers and staff are working on a number of issues that have been the subject of recent media reports, including mandatory retirement, whistle-blowing and the Ministry of Health's proposal to establish Local Health Integration Networks.

The Ministry of Labour has issued a consultation paper on mandatory retirement and, as members will know from previous issues of *Member News*, AMAPCEO has been advocating for whistle-blowing protection for Ontario civil servants for some time. The Association is working on papers addressing both of these issues which should be available very soon.

AMAPCEO President Gary Gannage has been discussing Local Health Integration Networks with senior Ministry of Health officials, in an attempt to get more clarity with respect to the Government's intentions and to ensure that the interests and rights of OPS staff are protected. Although the Employer has not announced many details, this initiative has the potential to most directly impact on our members who work in Ministry of Health regional offices, in which the Association is the largest bargaining agent. Please watch our Web site and the next issue of this newsletter for future developments.

Results of the Spring Elections

AMAPCEO welcomes four new Chapter Chairs and a number of new Delegates following Spring elections. **JEANNIE NIKOLIC** is the new Chair in the Ottawa-Eastern Ontario Chapter; **MICHAEL HELFINGER**, who was acting, is now Chair in Economic Development and Trade & Intergovernmental Affairs; **DAN SCHNEIDER** is Acting Chair in Culture, Tourism, Recreation, Citizenship and Francophone Affairs; and **ALAN HAYTON** is Chair in Energy and Environment.

New or re-elected Delegates include: **JAMES PERTULLA** (MEDT); **IHAB KHALI** (MBS); **ART MIEDEMA**, **JANE COLONNA**, **ANDREW OAKES**, **NOREEN KALLAI**, **SARINA LABONTÉ** and **DENNIS PEGORARO** in Health; **ANNA DIVIZIO**, **BUNNY MCKENNA** and **RICK BERTOZZI** in MTO and **ADAM SOCHA** in Environment.

Denise Ashby Resigns

DENISE ASHBY has resigned from the Board of Directors, as well as from her other AMAPCEO responsibilities, in order to accept a position as an arbitrator with the Financial Services Commission of Ontario, where she currently works as a mediator. Denise was elected to a two-year term on the Board last November. The Annual Delegates' Conference in December will elect a successor who can complete the remainder of her term. Many thanks, Denise, for your contributions to the work of the Association.

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AMAPCEO Member News is published six times a year by the Association of Management, Administrative and Professional Crown Employees of Ontario

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Not sure if you are a member?

Even if you are paying dues, you still need to sign up to become a member of AMAPCEO. Please visit our Web site and click on "Membership and Volunteering" for further information and a membership form.

A New Approach to Labour Relations?

Among staff development courses our Employer is offering our managers is a "Wal-Mart Study Tour", recently announced by the Centre for Leadership in Cabinet Office, which organizes training for SMGs. The "study tour" is scheduled for November 30 at the Wal-Mart Canada head office and offers an opportunity to join the CEO and senior executives of Wal-Mart to discuss "their people practices" and their "efforts to train and develop a workforce of 65,000". Among the objectives: "to enable public service executives to understand and appreciate private sector challenges", one of which seems to be Wal-Mart's difficulty in complying with basic employment standards and labour relations legislation. We have to assume that this training opportunity is being offered to illustrate an example of what to avoid in human resource management. Perhaps that's why the course is full and has a waiting list.

AMAPCEO's Governance Structure

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the AMAPCEO office and the Chapter membership. Chapter Chairs sit on Provincial Council and are automatically members of the Annual Delegates' Conference. Chairs of ministry Chapters are automatically members of their ministry's AMERC (AMAPCEO-Ministry Employee Relations Committee) and receive appropriate paid leave and reimbursement of expenses to attend meetings.

Member, Chapter Executive: In addition to the Chapter Chair, the chapter membership elects two other members to serve on the Chapter Executive Committee. One typically becomes the Vice-Chair and the other the Secretary-Treasurer. The Chapter Executive Committee is required to meet at least four times each year.

Delegate: Delegates are members of the Annual Delegates' Conference, which is required to meet annually, and are also ex officio non-voting members of their Chapter Executive Committee. Delegates receive paid leave to attend meetings of the ADC in Toronto, and are reimbursed for relevant travel, accommodation and meal expenses.

Nomination and Election Process

There is a single nomination form for all positions (posted on the Web site) and a common nomination deadline for all positions: 12:00 noon on Friday, October 1, by which time all nominations must be received by the Chief Returning Officer at the AMAPCEO offices. Nominations may be faxed to the office. Self-nominations are encouraged. The elections process for all positions (both central and chapter) is supervised by the Elections and

Credentials Committee, a committee of the Annual Delegates' Conference.

The chair of the committee, Domenic Fragale, is Chief Returning Officer.

Positions at the central level (Board of Directors and Audit Committee) are elected by the Annual Delegates' Conference, which is meeting on December 3 and 4 in Toronto. Each candidate is entitled to have a one-page candidate's statement circulated to Delegates with the conference agenda. The statement should be submitted with the nomination form. In addition, candidates for the Board positions are entitled to give a brief speech at the conference.

For Chapter Chair, Chapter Executive and Delegate positions: If there are more nominations than available positions, a mail ballot among chapter members is held, conducted by the AMAPCEO office. Candidates are entitled to have a one-page candidate statement circulated with the ballot and the statement should be submitted with the nomination form.

Further information

More complete information appears on the AMAPCEO Web site. If you would like additional information on the role and responsibilities of any of the elected positions, the time commitments required and the nomination and election process, please contact **MICHAEL MOURITSEN**, Director of Operations and Planning, at ext 2724 or by e-mail at <mouritsen@amapceo.on.ca>.