



Union of Health and Environment Workers

GUIDELINES

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GUIDELINES OF THE UNION OF HEALTH AND ENVIRONMENT WORKERS

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GUIDELINE 1

UHEW HUMAN RIGHTS REPRESENTATIVE

The UHEW Human Rights Representative is the representative of UHEW on PSAC National Human Rights committee.

The representative is responsible to:

- a) Self-identify with the UHEW and the PSAC as is required;
- b) Establish a network of local's Human Rights/Employment Equity representative if in place. They will work with those representatives to:
- c) Promote a greater understanding HR/EE issues;
- d) Act as a resource person for union representation on HR/EE issues;
- e) Disseminate information about HR/EE issues that are current and emerging;
- f) Encourage maximum UHEW representation at PSAC Equity Conferences as delegates;
- g) Provide an annual briefing as required to UHEW National Council, verbally or in writing;
- h) Encourage the participation of Local membership in regional Human Rights committees and initiatives of the PSAC;
- i) Attend relevant workshops, seminars & conferences to keep current on issues;
- j) Participate in conference calls as required by the PSAC;
- k) Take a proactive role in promoting HR/EE commemorative events;
- l) Ensure any, and all communications undertaken include both the National President and National Vice President.

GUIDELINE 2

HOST COMMITTEE GUIDELINES

Member composition – three (3) members from the host region on the host committee with the RVP as an additional ad hoc member for guidance.

Delegates to Convention are not to be on the Host Committee so that they can fully participate in the Convention proceedings.

The Host Committee will be responsible for:

1. Providing transportation information applicable to airport/hotel and host city.
2. Recommending daytime and evening activities, events and tours available to convention participants and spouses within the host city and province.
3. Looking into receiving promotional items and hand-outs.
4. Producing a gift bag for participants.
5. Having as much tourist information as possible in both French and English.
6. Providing a list of local attractions, cost and transportation requirements. This is especially important for guests to the Convention.

The Host Committee must keep records of all expenditures and signing should be the responsibility of one member of the Committee and the Regional Vice-President of the Region hosting the Convention.

The Host Committee will be offered the option to stay at the hotel during Convention or travel to and from the hotel.

Appendix to Host Committee Guidelines

Some information the Committee can provide or activities they can do.

- taxi prices in advance; i.e., hotel to airport, hotel to shopping and attractions.
- city bus schedule and indicate where to buy tickets and day passes.
- If the convention city is known for specialty items, food, etc., produce a list of where these items can be purchased and if necessary, how they can be shipped

- Contact local businesses to ask for possible donations for the gift bag and/or door prizes; i.e., businesses that deal in environmental products were keen to be involved with our group. It is a good practice to contact businesses where UHEW members can become future customers.
- Gift bags are a nice touch and require the most effort and time – plan in advance. The UHEW National President provides a set amount per gift bag.

Best Practices During The Convention

- Have a bilingual person at the Host Table at key times (registration and breaks) is essential. If no one on the Host Committee is bilingual, prior to the event, try to find a bilingual participant willing to assist.
- Ensure that the Host Committee is aware of the Convention schedule and events occurring throughout the day. The Host Committee should be able to accurately relay that information; e.g., time for lunch, coffee breaks, if any food is available at breaks, etc.
- Make sure that at least one cell phone and laptop for Internet access are available to the Host Committee.
- Ensure that the Host Committee has office supplies, masking tape, scissors, stapler, paper clips, elastics, writing paper, highliners, a city phone book, post-its, pens, pencils, push pins, envelopes, etc.
- During busy times, all three Committee members are required to be at the Host Committee table which will open at about 0700h. During Event nights – e.g., the wine cheese and banquet nights – the Host Committee table is required until 2000h.
- Be able to answer general questions relating to the display tables that are in area.
- It would be best to have the Host Committee table and registration table adjacent to each other.
- Know where the nearest washrooms and emergency exits are and where the hotel business centre is located.
- Have a list of nearby restaurants that provide breakfast and lunch that includes addresses and phone numbers.

Detailed List of Local Services information Supplied by Host Committee:

- Transportation (ferry, bus, taxi, car rentals, scooter/bike/kayak rentals)
- Bank Locations
- Book Stores
- ***Grocery Stores – Liquor Stores-Pubs (especially brew pubs)***
- Hospitals, Medical Clinics and Pharmacies
- Shopping
- Golf Courses
- Walking, hiking and jogging trails
- Tourist Web site
- ***City Maps***
- Local weekly entertainment magazine
- Camping Guides
- Dining Guides
- Visitors' Choice booklet
- Various brochures for city activities and tours.

GUIDELINE 3

UHEW CONVENTION COMMITTEE GUIDELINES

The UHEW Convention Committee is made up of members of the National Council as follows:

1. RVP of the region where the Triennial Convention is to be held
2. Two Council members decided by volunteers or elected
3. National President – ex-officio
4. National Office administrative support person

The Convention Committee shall be responsible for the following activities leading up to the Triennial Convention:

1. Determine a Chair of the Convention Committee
2. Develop two options for a Convention theme and logo, final theme to be decided by National Council.
3. Provide proposal to the National President for one larger swag item that will be provided to each delegate as well as options for smaller items.
4. Present a report to Council prior to the December before Convention.
5. At the request of the National President, assist in the organizing of the Triennial Convention.
6. Convention Committee Chair to assist Host Committee and their preparations.