

Prince Edward Island Nurses' Union Policy Manual

Duties and Responsibilities of Vice President of Administrative Services

Policy Number II-84

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1. The VP Administrative Services shall attend all Provincial and Executive meetings.
2. The VP Administrative Services shall have the following duties:
 - be responsible for ensuring accuracy in transcribing and maintaining minutes and reports.
 - ensure that documents in the Council Teams folders are organized, up to date and "finalized (PDF format) after meetings.
 - Ensure that the Policy Manual is updated annually.
 - Monitor Union website to ensure that it is kept current.
 - Monitor Provincial and Executive elections and support the election process
 - Assist with onboarding of new Provincial and Executive Council members
3. All duties and responsibilities included in Articles 3.05 to 3.08 of the Constitution and By-Laws and relevant Union Policies.
4. Qualifications and expectations for this specific role are further identified in the Terms of Reference document.