

# Prince Edward Island Nurses' Union Policy Manual

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## Duties and Responsibilities of the Vice President of Member Services

**Policy Number II-85**

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1. The VP of Member Services will have the broad focus of member engagement and support. Duties may include collaborating with the Provincial Office, Councils or Committees to:
  - Identify and create union educational programs for members
  - Engage directly with members about the role of the Union and provide direction on which issues would be addressed through local representatives or provincially
  - Create awareness of member benefits such as Education Fund, local discounts, member engagement activities
  - Promote and participate in member engagement events
  - Attend HR meetings with members if local or provincial representatives not available
2. All duties and responsibilities included in Articles 3.05 to 3.08 of the Constitution and By-Laws and Union Policies.
3. Qualifications and expectations for this specific role are further identified in the Terms of Reference document.