Oregon Nurses Association (ONA)/St. Alphonsus Ontario (SAO)
Nomination and Consent to Serve

RETURN TO: Ateusa Salemi, Labor Relations Representative at:
salemi@oregonrn.org or fax to 503-293-0013

DUE by 4 p.m., May 30, 2019

Please nominate any active member you would like to be an officer.
Please endeavor to get their signature so we know that the nurse you nominate is willing to serve if elected.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Nominee</th>
<th>Signature of Nominee (Signifying consent to run and serve if elected)</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
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<td>Vice chair</td>
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<td>Secretary/Treasurer</td>
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<td>Grievance chair</td>
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<td>Membership chair</td>
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<td>Professional nursing care committee (PNCC) chair</td>
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Negotiating Team

| At-large                                        |                 |                                                                       |      |
| At-large                                        |                 |                                                                       |      |

You must be an ONA member to serve and vote.
If you have questions, contact Ateusa Salemi, 541-571-8552 or salemi@oregonrn.org
Oregon Nurses Association (ONA)/St. Alphonsus Ontario (SAO)
2019 Elections
Position Descriptions

Nominations DUE by 4 p.m., May 30, 2019

CHAIR

• Conduct and supervise the affairs of SAMCO-ONA in accordance with the bylaws;
• Serve as an ex-officio member of all SAMCO-ONA committees;
• Appoint special committees and their members with the approval of the executive committee;
• Fill vacancies that occur on committees with the approval of the executive committee until the next regular election;
• In conjunction with the Treasurer, disburse or order the disbursement of all monies necessary to pay the bills, obligations and indebtedness of SAMCO-ONA, which have been properly incurred as provided herein;
• Enforce the bylaws and ensure that all officers perform their respective duties.

VICE CHAIR

• Assist the Chairperson in the discharge of all duties;
• Perform such other duties and render such assistance as may be directed by the Chairperson;
• In case of the Chairperson’s absence, the Vice-Chair shall perform the duties of the Chairperson; and
• Should the Chairperson’s position be vacated, the Vice-Chair shall serve as the Chairperson until the next election.

SECRETARY/TREASURER

• Send out meeting notices as directed;
• On at least an annual basis, update all members’ contact information, including correct mailing addresses, home and work telephone numbers and email addresses. Provide this information to ONA;
• Collect names of nominees for elected positions and construct a ballot for all the names submitted;
• Confirm that the nominees are willing to serve and when there is no membership chair, ensure the nominee is in good standing;
• Verify that amendments to the bylaws are properly submitted;
• Record, maintain and archive minutes for all executive committee meetings;
• Sit on the elections committee;
• Conduct correspondence as directed by the executive committee;
• Secretary/treasurer has financial responsibility over the financial affairs of the SAMCO/ONA;
• Make at least a quarterly report to the executive committee and EGW committee that includes the assets and liabilities of the SAMCO/ONA; and
• Keep itemized records, showing the source of all monies received and spent, and keep records, vouchers, work sheets, books and accounts and all resolutions to verify such report. Provide a copy of this information to EGW by Dec. 31 of every year.

GRIEVANCE CHAIR

Coordinate the following activities in cooperation with the ONA staff representative:

• Conduct and supervise the affairs of the grievance committee in accordance with the bylaws;
• Oversee the processing and investigation of all grievance complaints filed by bargaining unit members;
• Responsible for securing representation, if requested, for the grievant;
• Ensure each nursing unit has at least one unit steward which must be a member in good standing;
• Ensure those stewards receive training in the processing of grievance and representation of grievant; and report to the executive committee and ONA in a timely fashion all grievance complaints.

MEMBERSHIP CHAIR

• Conduct and supervise the affairs of the membership committee in accordance with the bylaws;
• Ensure that all new hires are contacted in a timely fashion to discuss membership in the SAMCO/ONA and
the ONA.

- Ensures that all new hires are contacted in a timely fashion to discuss membership in the SAMCO-ONA and the ONA, ensures new hires are provided with a copy of the collective bargaining agreement, the bylaws, a ONA membership application and to ensure that the new hires are introduced to the new hires’ unit steward;

- Strive to increase the membership of the BU;

- Maintain a group of activists who are members in good standing and who are willing to perform duties at the request of the executive committee or ONA; the goal should be to get at least one activist in each unit at the hospital;

- Ensure that the activists receive training in organizing; and ensure that membership records accurately reflect who are:
  a) members in good standing
  b) members in bad standing
  c) fair-share members
  d) bona fide religious objectors
  e) new hires who are potential new members
  f) non-members

- The membership chair will ensure that the list is updated on an annual basis and before every vote of the bargaining unit.

PNCC CHAIR

- Conduct and supervise the affairs of the PNCC in accordance with the bylaws;

- With the PNCC, make recommendations for educational and training programs compatible with identified hospital goals;

- Ensure each nursing unit has at least one member in good standing willing to participate on the PNCC Committee or as dictated by the collective bargaining agreement;

- With the PNCC, process and analyze unsafe staffing reports. Take necessary steps to address issues raised in unsafe staffing reports when necessary;

- Make timely reports to the Executive Committee and ONA concerning unsafe staffing reports and educational and training programs;

- With the PNCC, make recommendations to the facility of ways and means to improve patient care; and

- With the PNCC, make reports to outside agencies with the approval of the Executive Committee and ONA.

NEGOTIATING COMMITTEE

- Development and distribution of negotiations survey(s);

- Research of negotiations related issues, with the goal of having at least one meeting with the bargaining unit to review outstanding contract issues. This meeting must take place prior to the committee beginning to meet with the employer;

- Formulation of contract proposals;

- Assist in the negotiations of a successor collective bargaining agreement;

- Make recommendations to the bargaining unit whether to ratify a contract; and

- Sign the ratified contract.

- Election Year: if an election of officers is held while the collective bargaining agreement is being negotiated, the members of the old Executive Committee will continue to serve as the Negotiating Committee until after the ratification of the successor agreement.

Nominations are due May 30, 2019 at 4 pm. We will announce the candidates as well as the date and time of the election with a minimum of 14 days advance notice. Members and fair share contributors in good standing may vote. Only members may be elected to office.

All persons nominated must have a completed consent to serve form to be on the ballot.

You may submit your nominations

- Directly to ONA at salesi@oregonrn.org
  FAX: 503-293-0013

- Or by mail: ONA Attn: Ateusa Salesi
  18765 SW Boones Ferry Road, Suite 200
  Tualatin, OR 97062.