

MEETINGS

INTRODUCTION

Meetings held at the Labour Relations Board fall into one of two categories: **formal** and **informal**.

Formal meetings are designed to set policy, make administrative decisions and exchange information. The formal meetings held by the Board are:

- full Board caucus meetings;
- monthly management team meetings; and
- annual management retreats.

Informal meetings are called to make administrative decisions and exchange information. Four informal meetings held at the Board are:

- staff;
- officer;
- administration; and
- database

This policy describes for each of the above meetings:

- membership;
- purpose;
- frequency; and
- responsibilities (planning, chairing, follow-up)

FULL BOARD CAUCUS

Membership

The Labour Relations Board consists of the Chair, 5 Vice-Chairs and approximately 36 part-time members. A meeting of the Board members together with the Chair and Vice-Chairs constitutes a Full Board Caucus Meeting. Management staff customarily attend the Full Board Caucus Meeting. Administrative staff may attend the Full Board Caucus Meeting for information and input, but only at the request of the Chair.

Purpose

The 36 part-time members equally represent the Alberta unionized management and labour communities (although some employer representatives may work for non-union firms). All discussions at Caucus are confidential and all members are free to initiate as well as participate in Caucus discussions. The diverse backgrounds and experience are drawn upon to:

- **Set policy:** These are decisions about the way the Board should administer the Code. They involve general principles more than minor details. Board members are free to bring to bear any relevant considerations their experience may have to offer on a topic in issue. Board caucus meetings enable the Board to fully explore all the implications of any existing or proposed policy.
- **Give administrative direction:** The caucus does not generally advise on the day-to-day operations of the Board. Caucus discussions can provide direction to the management team on how the Board can improve service to its clients.
- **Exchange information:** The caucus members are encouraged to share their experience and raise general labour relations issues for discussion at Caucus meetings.

Interest groups or speakers may be invited to attend caucus meetings to express views or provide information. Recent developments in the law are also discussed.

Frequency and Location

The full Board caucus meets a minimum of once a year, normally in the fall. Caucus meetings rotate between Edmonton and Calgary.

Responsibilities

The Chair has overall responsibility for the agenda, setting the time, location, and chairing the caucus meeting.

- **Agenda:** Board members can place matters on the caucus agenda by letter to the Chair with supporting material that requests the matter become an agenda item. The Chair, in consultation with the Management Committee, selects the topics for the meeting agenda.
- **Supporting documentation:** Each agenda item is supported by background information prepared for caucus. The Chair's Secretary is responsible for collating that information and distributing the agenda and supporting information to Board members prior to the caucus meeting. This package must be provided to members in sufficient time to allow adequate preparation for the meeting.
- **Minutes:** The Chair's Secretary or designate is responsible for recording minutes of the meeting. The Chair reviews these minutes after their preparation to ensure accuracy. The minutes for the previous caucus meeting appear as the first item on the next agenda and must be approved by caucus.

- **Follow-up:** Items on the agenda that need caucus approval are voted upon at the meeting. Caucus may vote to accept or reject any item. They may request more information from Board staff. Caucus may set up a caucus committee for further discussion. These committees meet at the discretion of the committee Chair. The committee reports back to the next Caucus meeting with its conclusions or recommendations.
- **Evaluation:** The Chair may solicit feedback from caucus members following the meeting.

MONTHLY MANAGEMENT TEAM

Membership

All management personnel attend the full management policy meetings. Management personnel include the Chair, full-time Vice-Chairs, Executive Director, Manager of Settlement, Manager of Administrative Services and Legal Counsel.

Purpose

The management group develops policy for the day-to-day operation of the Board. It prepares policy and discussion papers requiring approval of caucus. It gives administrative direction on the operation of the Board. This may include specific direction on how individual staff members carry out assigned tasks. The management group also exchanges information on personal areas of responsibility at this meeting.

Frequency and Location

The Management Team meeting is held once a month, usually the third Monday of the month. This allows for the compilation of month end reports. Dates for such meetings are set several months in advance.

Responsibilities

Each member of the management group is responsible for:

- **Monthly reports:** Each member makes a monthly report covering their area of responsibility for the previous month. This includes discussion of outstanding commitments.
- **Policies:** The management group reviews policies to ensure they are correct and comprehensive. Upon being satisfied, the management group gives it final approval.
- **Other projects or tasks:** Each member may be assigned other projects or tasks from time to time.
- **Quarterly budget review:** Quarterly, activity and budgetary targets are reviewed. The purpose is to assess, and re-align where necessary, budget target performance.

The Chair's secretary is responsible for maintaining and updating the task monitoring document that sets out what is required and by whom for a specific date. The Chair's secretary is also responsible for keeping minutes of the meeting.

ANNUAL MANAGEMENT TEAM

Membership

All management personnel attend the annual management retreat which is normally held in Edmonton. Management personnel include the Chair, full-time Vice-Chairs, Executive Director, Manager of Settlement, Manager of Administrative Services and Legal Counsel.

Purpose

The annual retreat is designed to set budget and operational plans for the upcoming fiscal year (April to March). It normally occurs after the full caucus has met and may address issues flowing out of that meeting as well.

Frequency and Location

The annual management retreat is held in the fall after the caucus meeting. It is held in Edmonton. Dates for this retreat are set several weeks in advance.

Responsibilities

The management group is responsible for:

- **Annual projections:** The retreat is when the management team discusses and makes initial budget projects for the upcoming fiscal year.
- **Performance review:** The management team discusses the Board's performance over the past year and compares performance to goals.
- **Goal setting:** The management group discusses Board's organizational goals for the year.
- **Caucus debrief:** The management team discusses the most recent caucus meeting and any actions that must be taken as a result of it.

The Chair's secretary is responsible for maintaining and updating the task monitoring document that sets out what is required and by whom for a specific date. The Chair's secretary is also responsible for keeping minutes of the meeting.

INFORMAL MEETING

Informal meetings include weekly management, staff, officer, administration, and database meetings. With the exception of the weekly management meetings, they are held at the discretion of the leader in charge of the area of responsibility. No formal minutes are kept although each group maintains a record of what was discussed and what actions must be taken.

Membership

Membership for each informal meeting consists of the individual in charge of the area and all employees reporting directly to that person. Meetings may be expanded to include other Board staff as required.

Purpose

The purpose for each of the informal meetings is to bring forward ideas and concerns in one's area of responsibility or for the Board as a whole.

Frequency and Location

Suggestions, concerns or other comments should be brought to the group leader or manager's attention. Informal meetings are held at the discretion of the leader in charge of the area of responsibility.

Responsibilities

Each group is accountable for the day-to-day operation of their area of responsibility. They are responsible for ensuring the smooth running of the Board and for providing the best service possible for its stakeholders. Each member is encouraged to discuss any problems or possible solutions to problems.

An individual, group leader or manager may place any recommendation, concern or suggestion arising from these meetings on the management meeting agenda for discussion. The management group will discuss the idea and take whatever action it deems necessary.