



CONSULTATION COMMITTEE CHECKLIST

Do you sometimes wonder if both union and management are operating from the same page? For example, do you both have a common understanding of what consultation is? Are practices and processes clear and understood by all? Here are a few ideas to consider when working on joint consultation committees with the employer.

- Be sure that both parties understand and adopt the purpose, mandate and objectives of joint consultation.
- Be sure that the make-up of joint union-management committees reflects the purpose, mandate and objectives of the committee. In addition, ensure that the committee is representative of the organization's geography, structures, various classifications, languages, equity groups and the varied interests of the parties.
- Identify committee co-chairs and clearly outline their role and responsibilities as well as the role and responsibilities of all committee members.
- Provide your committee members with adequate resources, information, tools, and paid time, so that they can carry out their responsibilities in an effective and meaningful way.
- Establish a quorum and lay-out committee functions, processes and decision-making procedures. Be sure that there is a method in place to resolve conflicts and impasses.
- Be sure that committee work and decisions are documented, implemented and followed-up on accordingly.