



**Canadian Media Guild**

**La Guilde canadienne des médias**

CWA/SCA CANADA

## **Canadian Media Guild staff: Who does what**

**Dominique Bondar** ([dominique@cmg.ca](mailto:dominique@cmg.ca)) is the **Office Coordinator**. First voice you are likely to hear when you call the Guild office. She takes care of general office-related issues. If you need to set up a conference call, book the office boardroom, order Guild clothing or merchandise, Dominique is your bilingual contact. She assists the President, the Communications Director and the Travel/meeting Coordinator, and provides general office support to other staff members when needed. Dominique facilitates and coordinates training courses and liaises with the Education Committee. She also coordinates the lotteries and the Ron Pambrun scholarship.

**Margaret O'Sullivan** ([margaret@cmg.ca](mailto:margaret@cmg.ca)) is the **Travel/meeting Coordinator** and is responsible for all travel bookings for staff, elected officers and members at large. Margaret handles all of the elements related to travel including leave from duty, arranging for tickets, booking hotel stays, and individual expense claims and submitting them for payment. She also negotiates pricing and arranges for meeting space and catering for Guild committees and events.

**Mark Reaburn** ([mark@cmg.ca](mailto:mark@cmg.ca)) is the Guild's **Comptroller**, responsible for all of the day-to-day financial matters: payroll and benefits plan administration, receipt of union dues, accounts payable and receivable. He maintains contact with elected treasurers and is the key contact for all matters relating to location unit financial reporting. He makes sure all of the Guild's bills are paid and processes member expense claims.

**Glenn Seymour** ([gs@cmg.ca](mailto:gs@cmg.ca)) is the **Membership data Coordinator**. He maintains the Guild's membership database to ensure that we have up-to-date contact and employment status information for all members. He is a key contact for information about new members, as well as specialized compensation research and membership data analysis. He helps location and branch executives to run their committees. He also provides administrative and data support in the conducting of all votes – elections, referenda, strike and ratification votes.

**Sonya Sharma-Scott** ([sonya@cmg.ca](mailto:sonya@cmg.ca)) is the Guild's **Webmaster and IT/systems Specialist**. She maintains the technical architecture of the website, including content management. She oversees the Guild's IT systems, software and hardware. In conjunction with the Membership data Coordinator Glenn Seymour, she provides membership data analysis and statistical information. As well, she provides reports for the Guild's parent unions. Sonya also lends technical support and training to staff.

**Jeanne d'Arc Umurungi** ([jeannedarc@cmg.ca](mailto:jeannedarc@cmg.ca)) is our bilingual **Communications Director** and is responsible for researching, designing and writing all Guild communications, be it online, e-mail or printed. If key CMG officers need to get a message across, Jeanne d'Arc helps them shape it, including dealings with outside media outlets. She is also the staff person assigned to the Advocacy Committee and takes a lead role in developing CMG's messages and policy statements, aimed at CMG members, the public at large, politicians and various regulatory bodies.

The Guild has six **Staff Representatives**: four at the national office, one in Eastern and one in Western Canada. All of the representatives are expected to provide service to all Guild members, regardless of where they work or live; however, each of the reps have a particular “file” that is their primary assignment. **Includes some temporary assignments – To be reviewed as staffing and other details are resolved in 2015/16**

**Bruce May** ([bruce@cmg.ca](mailto:bruce@cmg.ca))

- **Responsibilities include:** Editorial staff on all platforms (news, sports, radio, online) for CBC Toronto/Windsor/Sudbury/Thunder Bay.
- **Committees:** CBC National Grievance and CBC National Joint committees.
- Attends CBC Port Credit Sessions with CBC Branch President

**Federico Carvajal** ([federico@cmg.ca](mailto:federico@cmg.ca))

- **Responsibilities Include:** Admin and technical staff (all platforms), for CBC Toronto/Windsor/ Sudbury/ Thunder Bay. All staff Ottawa, and Northern New Brunswick. All CBC French members outside of the west, including SRC Toronto. L’Agence France-Press (Montreal), CKOI (Ottawa), LTD (Long Term Disability/Great West) \*
- **Committees:** CBC Toronto Local Grievance, CBC Toronto Local Joint (LJEC), and National Joint Employment Planning committees. CCSB (Consultative Committee on Staff Benefits).
- Attends CBC Port Credit Sessions with CBC Branch president

**Terri Monture** ([terri@cmg.ca](mailto:terri@cmg.ca))

- **Responsibilities Include:** CBC Manitoba, and Iqaluit, APTN, ZoomerMedia, ShawMedia, Thomson Reuters, TVO, Freelance (CBC and Independent).
- **Committees:** CBC Joint Employment Equity, CBC Joint Pay Equity committees. NEC Equity, and NEC Education committees, PMSD (Performance Management and Staff Development Committee).

**Karen Wirsig** ([karen@cmg.ca](mailto:karen@cmg.ca))

- **Responsibilities include:** Organizing, (lead on Factual TV, and Freelance campaign) TFO, The Canadian Press/Pagemasters .
- **Committees:** Organizing, Advocacy

**Patty Ducharme** ([patty@cmg.ca](mailto:patty@cmg.ca)) – Western office – Vancouver

- **Responsibilities Include:** CBC in B.C., Alta, Sk., Yukon, NWT. Assisting Branch rep with CP/TR/APTN members in Vancouver/Edmonton. CBC Foreign Correspondents.
- **Committees:** National Job Evaluation, CCSB (Consultative Committee on Staff Benefits), APS (CIRB Labor Board Restructuring).

**Eastern Rep:** Temporarily Released: Wendy Martin ([wendy@cmg.ca](mailto:wendy@cmg.ca))

**Responsibilities Include:** All eastern CBC locations. MBS Halifax, and Saint John, N.B.

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