

Duties of the Executives of CUPE Local 476

In addition to the duties listed below under each title and the role of being a voice for all or our diverse membership, Executives members may have the following duties &/or responsibilities:

- Participate in site, district and union committees. Prepare reports twice a year for the Executive and at the AGM.
- Take labour education courses as approved by the president.
- Collect suggestions for Pro-D offerings for their site or department.

President

- Out of pocket expenses: \$150/month
- Release time: 2 days/week.
 - Currently extended by membership direction to 5 days/week.
- Volunteer time: 🙄

Required Duties

- Enforce the CUPE Constitution and By-Laws.
- Preside at all membership and Executive Board meetings.
- Decide all points of order and procedures (subject to membership appeal).
- Have a vote in all matters, and in the case of a tie.
- Ensure that all officers perform their assigned duties.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques, ensuring that local funds are only used within the bounds of the CUPE Constitution, Local bylaws, and vote of membership.
- Have first preference as a delegate to any authorized convention.
- Answer correspondence and fulfill other secretarial duties.
- Make all necessary travel arrangements for conventions, conferences, etc.

Vice-President

- Out of pocket expenses: \$125/month
- Release time: 1 day/month
 - Currently extended by membership direction to 1 day/week.
- Volunteer time: ~ 6 hours/month (attending meetings, miscellaneous tasks)

Required Duties

- If the President is absent or incapacitated, perform all duties of the President.
- If the Office of President falls vacant, take the role of Acting President until a new President is elected.
- Assist any member of the Executive as directed by the President.
- Perform the duties of a shop steward.

Duties of the Executives of CUPE Local 476

Recording Secretary

- Out of pocket expenses: \$35/month
- Volunteer time: ~ 6 hours/month (managing correspondence, attending meetings, preparing minutes)

Required Duties

- Keep account of the proceedings of membership, executive, and special meetings.
- Distribute newsletters and meeting notices to members.
- File copies of letters.
- Record all alterations in the By-Laws.

Secretary-Treasurer

- Out of pocket expenses: \$125/month
- Release time: 1 day/month plus 4 hours/year (for audit)
- Volunteer time: ~ 8 hours/month

Required Duties

- Receive and record dues and initiation fees.
- Prepare all CUPE National per capita tax forms and remit payment.
- Prepare and distribute membership cards to new members.
- Record all financial transactions.
- Facilitate the trustee's completion of the annual audit.
- File a copy of all letters and keep all communications.
- Maintain an up-to-date contact list of all active members.
- Sign all cheques, ensuring that local funds are only used within the bounds of the CUPE Constitution, Local bylaws, and vote of membership.
- Keep files of all financial documents relating to the local's operation.
- Make a written financial report at each regular membership meeting.
- Assist any member of the Executive as directed by the President.

Seargent-at-Arms

- Out of pocket expenses: \$35/month
- Volunteer time: ~ 4 hours/month (attending meetings)

Required Duties

- Ensure registered members are welcomed at all meetings (aka - Guard the inner door)
- Assist in maintaining the record of membership attendance at meetings.

Other occasional tasks as required by executive.

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Shop Steward

- Out of pocket expenses: \$35/month
- Volunteer time: ~ 4 hours/month (attending meetings)

Required Duties

- Complete a basic Shop Stewarding course.
- Attend all general and executive meetings.
- Be the first point of contact for members at their site or department, working with the president to:
 - o Collect information regarding personal grievances.
 - o Ensure the welfare of members.
 - o Ensure that management is following the terms of the collective agreement.

Optional Duties

- Deal with complaints and investigate grievances.
- Serve as a union representative in members' meetings with administration.

Member at Large

- Out of pocket expenses: \$35/month
- Volunteer time: ~ 4 hours/month (attending meetings)

Required Duties

- Attend all Executive meetings
- Attend other meetings as required by president.

NOTE → Not required/expected to attend the regular monthly Executive Meetings

Trustee

- Release time: ~ 1 day/year
- Volunteer time: ~ 6 hours/year (attending meetings, preparing reports)

Required Duties

- Audit the books and accounts of the Secretaries, Treasurer and the standing committees.
- Report their findings to the Executive following each audit.
- Send a copy of each yearly audit to the National Secretary-Treasurer
- Make a written report of their findings to the membership following each audit.
- Make written recommendations to the Secretary-Treasurer to ensure that the local's funds, records, and accounts are being maintained in a correct and organized manner.