

Election List for Unit 1, 2 & 3

- All terms are 3 years from September to September,
- Executive Board (anyone can nominate and all members vote)
- All Roles and responsibilities have been pulled directly from our Local By-Laws located in section 6, and section 10.
- All Positions listed below are available for election.
- **All positions are required to be available to fulfill their duties during evenings and or weekends beyond their scheduled workdays.**

Role	Responsibilities
President • On full time book off for the 3 years • Minimum wage of \$65, 000.00 per. Year (unless their previous wage was higher) As per By-Law Amendment for Motion 14. • Bi yearly honorarium of \$2,000 • CAA membership • Mileage • Electronic device • Phone	✓ Enforce the CUPE Constitution and these by-laws ✓ Preside at all membership and Executive Board meetings and preserve order decide all points of order and procedure (subject always to appeal by the membership) ✓ Have a vote on all matters (except appeals against their rulings) and in case of a tie vote in any matter, including elections, have a revote ✓ Ensure that all officers perform their assigned duties ✓ Fill committee vacancies where elections are not provided for ✓ Introducing new members and conduct them through the initiation ceremony ✓ Have signing authority on chequing account and credit card and ensure that the Local's funds are used only as authorized or directed by the constitution, by laws, or vote by the membership ✓ Advise and book conferences, conventions, education, and training courses ✓ Act as the main communication person for the Local ✓ Has first preference as a delegate to the CUPE National Convention, all other conferences or conventions, workshops, or special meetings. ✓ Provide reports at all membership meetings and executive board meetings ✓ Responsible for all information and communication with membership.

Vice-President (1 East and 1 West) • \$1,200 bi yearly honorarium • Mileage • Electronic device • CAA membership	✓ If the President is absent or incapacitated, perform all duties of the President [or share duties with a fellow Vice-President(s)] ✓ If the office of President falls vacant, be Acting-President until a new President is elected, this election shall take place within two (2) months of vacancy occurring (in the case of two (2) or more Vice-Presidents a special meeting of the Executive Board shall be called for installing and electing an Acting President from the Vice-Presidents) ✓ Render assistance to any member of the Executive Board as directed by the President ✓ Know and police the Collective Agreement, as well as provincial and federal legislation affecting labour and individual jobs ✓ Act as a resource. ✓ Act as a lead in all campaigns and mobilization strategies as assigned ✓ Have signing authority on chequing account and credit card and ensure that the Local's funds are used only as authorized or directed by the constitution, by laws, or vote by the membership.
Recording Secretary • \$1,200 bi yearly honorarium • Mileage • Electronic device	✓ Keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. ✓ Record all alterations in the by-laws ✓ Answer correspondence and fulfill other secretarial duties as directed by the Executive Board ✓ File a copy of all letters sent out and keep, on file, all communications ✓ Prepare and distribute all meeting notices to members ✓ Have all records ready on reasonable notice for auditors and trustees

	✓ Preside over membership and Executive Board meetings in the absence of both the President and Vice-President(s) ✓ Be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds ✓ On termination of office, surrender all books, seals and other properties of the Local to the successor
Treasurer • \$1,200 bi yearly honorarium • Mileage • Electronic device	✓ Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences. ✓ Receive all revenue, initiation fees, dues, and assessments, and deposit promptly all money with the bank or credit union ✓ Remit all funds owing to the National Secretary-Treasurer by the last day of the following month ✓ For the Local membership, be responsible for maintaining, organizing, safeguarding and keeping all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters and records and supporting documents for all income received by the Local ✓ Regularly make a full financial report to meetings of the Executive Board, and a written financial report to each regular membership meeting detailing all income and expenditures for the period ✓ Be bonded for not less than \$1,000.00 through the master bond held by the National office, and any person who cannot qualify for the bond shall be disqualified from office ✓ Pay no money unless supported by a voucher, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated ✓ Make all books available for inspection by the auditors and/or Trustees on reasonable notice, Have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised

	✓ Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE ✓ Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds ✓ On termination of office, surrender all books, records, and other properties of the Local to the successor ✓ Invest surplus revenue as directed by membership, recommend and propose investment strategies in order to maximize interest and carry out upon membership vote ✓ Have signing authority on chequing account and ensure that the Local's funds are used only as authorized or directed by the constitution, by-laws, or vote by the membership
Chief Steward • \$1,200 bi yearly honorarium • Mileage • Electronic device • Phone	✓ Chair Stewards committee meetings ✓ Receive reports from Stewards on complaints and grievances ✓ Maintain a file of all job postings and identify discrepancies from known job duties maintain a file of all classification changes and positions created or eliminated ✓ Keep precise minutes of all Stewards' meetings, with a copy to the Recording Secretary ✓ Advise Stewards of educationals and ensure that Stewards have educational requirements according to the by-laws ✓ Chair grievance committee ✓ Act as a liaison between the Executive Board and the Stewards ✓ Be a member of the Executive Board ✓ Know and police the Collective Agreement, as well as provincial and federal legislation affecting labour and individual jobs act as a resource.
Stewards (7) Unit One: (4) - Child and Youth Worker, Educational	✓ Define, detect, prepare, and present grievances at the initial level

Assistant, Custodian/Maintenance, Office Administrator/Clerical Unit Two: (2) -ECE or Instructor Unit Three: (1) -Triboard Transportation • \$400 bi yearly honorarium • Electronic device	✓ Know and police the Collective Agreement and provincial or federal legislation affecting labour and individual jobs ✓ Be a liaison between the members and the Chief Steward ✓ Maintain regular contact with the members to provide ongoing union awareness and education ✓ Attend all membership and Steward committee meetings ✓ Assist members with grievances and complaints, and keep accurate records of ✓ All matters that arise while the Steward's duties ✓ Complete mandatory basic and advance Steward training programs ✓ Exercise authority according to the direction of the Executive Board, the Stewards committee, and subject always to the right of a member to appeal any decision to the membership ✓ Be aware of working conditions ✓ Follow up, schedule meetings and report on all grievances to the Chief Steward within the time limits established in the Collective Agreement ✓ Handle all correspondence regarding grievances. ✓ Within six (6) months of being elected into a Steward position, the elected member must begin CUPE's Steward Learning Series courses or the position will be made vacant.
Mobilizer -2 Leads • \$500 bi-yearly honorarium • Electronic Device • Phone -4 Members ✓ \$100 bi-yearly honorarium	✓ The Mobilization Committee will act as leads in organizing high participation mobilization and campaigns ✓ Communicate with members about the event and answer questions ✓ Chair the meetings for each meeting with members ✓ Lead will work with treasurer on matters relating to cost share applications ✓ Lead will chair meeting and prepare report back

	✓ Organize community and member events
Joint Health and Safety -3 positions • \$400 bi-yearly honorarium	✓ Monthly Meetings ✓ Look after the health and safety interest in all functions of the employer
Trustee -3 Year Position • \$100 per Audit -2 Year Position • \$100 per Audit	✓ Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year ✓ Make a written report of their findings to the first membership meeting following the completion of each audit ✓ Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner ✓ Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization ✓ Ensure that proper financial reports are made to the membership audit the record of attendance inspect, at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local ✓ Report the Trustee's findings to the membership ✓ Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), ✓ As well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President

	and Secretary-Treasurer and the Secretary Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative. (Articles B.3.10 to B.3.12)
Bylaw Committee - 4 Positions	✓ Meet minimum of once yearly ✓ The Bylaw Committee shall consist of the Recording Secretary and an additional four (4) members ✓ shall meet at least once/year to consider amendments to these bylaws ✓ The committee will ensure that any proposed amendments from members conform to the remainder of the bylaws and the CUPE National Constitution ✓ They are written in clear language. ✓ The Bylaw Committee chair will have a CUPE designated email for members to send requests too
Joint Evaluation Committee -3 Positions -2 Alternate	✓ Evaluate new positions as well as positions requiring reconsideration.