

## **\*IMPORTANT\* CUPE LOCAL 1267 ELECTIONS**

On **November 15<sup>th</sup>, 2017**, elections will be held for **Vice-President and Health & Safety Officer, Recording Secretary, Chief Shop Steward and Communications Officer** for a **two (2) year term**.

Two (2) **shop stewards** for Schedule "A" and two (2) shop stewards for Schedule "C" will also be elected each year for a **one (1) year term**. Three (3) shop stewards for Schedule "B" and one (1) shop steward for Schedule "D" will be elected each year for a **one (1) year term**. One **Trustee** will also be elected for a **three (3) year term**.

**Jennifer Tass and Amanda Tesluck** are on the **Elections Committee**. The Committee shall have full responsibility for voting arrangements and the counting of ballots, and shall treat information submitted to it as confidential. Please contact one of them if you are interested in letting your name stand for a position. **Nominations** will be accepted in writing prior to the elections or verbally at the meeting on November 15<sup>th</sup>. No nomination will be accepted unless the member is in attendance at the meeting or has provided their consent in writing.

### **\*\*General Responsibilities\*\***

*Please refer to our bylaws for a complete list of duties & responsibilities*

#### **Vice-President and Health & Safety Officer**

2-year term

- Attend all Executive Board, regular and special membership meetings;
- If the President is absent or incapacitated, perform all duties of the President;
- Participate on the Joint Occupational Health & Safety Committee;
- Prepare factual information to present and distribute to the membership annually on April 28<sup>th</sup> – "Day of Mourning";
- Receive up to 24 paid days per year to attend to the duties of the position of Vice-President & Health and Safety Officer.

#### **Recording Secretary**

2-year term

- Attend all Executive Board, regular and special membership meetings;
- Keep a full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings;
- Answer correspondence and fulfill other administrative and clerical duties;
- Have all records ready on reasonable notice for auditors and Trustees;
- Chair the Bylaw Committee;
- Receive up to 12 paid hours per month to attend to the duties of the Secretary.

#### **Chief Shop Steward**

2-year term

- Attend all Executive Board, regular and special membership meetings;
- Chair all Shop Steward's meetings;
- Chair the Grievance Committee;
- Provide a monthly grievance report to the Executive Board and at regular membership meetings;
- Ensure all shop stewards perform their duties with an acceptable degree of competency;
- Receive up to 24 paid days per year to attend to the duties of the Chief Shop Steward.

#### **Communications Officer**

2-year term

- Attend all Executive Board, regular and special membership meetings;
- Maintain and regularly update the local's website;
- Chair the Political Action Committee;
- Develop and distribute a questionnaire to the individuals running for Mayor and Council, collect the responses and distribute them to the membership;
- Develop, propose, organize and promote CUPE-sponsored social events;
- Chair the Social Committee.
- Receive up to 12 paid hours per month to attend to the duties of the Communications Officer.

#### **Shop Stewards**

1-year term

- Attend all Shop Stewards, regular & special membership meetings;
- Ensure that the provisions of the Collective Agreement are upheld;
- Gather all pertinent information relative to a grievance & process the grievance through the initial stages of the procedure contained in the Collective Agreement;
- Perform other duties as may be assigned by the Chief Shop Steward or Executive Board.

#### **Trustees**

3-year term

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary, and the Committees at least twice every calendar year;
- On the approval of the Treasurer, receive up to two (2) paid days off per year to attend to the duties of the Trustees;
- Make a written report of their findings to the first membership meeting following the completion of each audit.