

President

- 1.0 The President is the official representative of the Local. As such, the President is expected to attend events where the presence of the Local may be required.

These include but are not limited to:

- 1.1 College events organized for the college community (E.g. National Truth & Reconciliation Day, Pride events, Remembrance Day, etc.)
- 1.2 Durham Region Labour Council events (E.g. Annual Meeting, monthly meetings as schedule allows)
- 1.3 Labour related events (E.g. protests, rallies, etc.)

and any other such events deemed appropriate by the Leadership Executive Committee. The President may designate a proxy to attend if required.

- 2.0 The President is automatically a 'delegate' for the purposes of all official OPSEU events. The expectation is that the President will attend official OPSEU functions. These *may* include but are not limited to OPSEU Convention, CAAT-A DIVEX meetings, OPSEU Regional Board meetings, CAAT-A Bargaining meetings, etc. Where the President is unable to attend, the Vice President shall become the automatic delegate/representative.
- 3.0 The President shall chair all Local Meetings including Officers', Local Executive Committee, and General Membership Meetings. The President may designate an alternate to act as Chair if required.
- 4.0 The President shall represent the Local on the Academic-Union College Committee (AUCC) and the Workload Monitoring Group (WMG) committee.
- 5.0 The President shall generally supervise the affairs and operations of the local. This includes involvement in the hiring, supervision, and evaluation of any contract employees of the local.
- 6.0 The President is responsible for ensuring the college produces the required membership lists, in the appropriate formats, and within the required timelines and for sharing these lists with appropriate Local Executives. These include but are not limited to Article 3.03 lists (January & September) and Article 27.12 lists (January, September & May).
- 7.0 The President is a member of the CAAT-A Presidents' Group for the purposes of communicating with all CAAT-A Local Presidents on matters of common interest and is responsible for maintaining ongoing communication with other presidents.

Vice-President

- 1.0 The Vice-President shall perform all the Presidential functions during any absence of the President and accept and exercise such other duties and powers as may be designated by the Local Executive Committee or the President.
- 2.0 The Vice-President shall represent the Local on the Academic-Union College Committee (AUCC) and the Workload Monitoring Group (WGM) committee.
- 3.0 The Vice-President is a member of the CAAT-A Presidents' Group for the purposes of communicating with all CAAT-A Local Presidents on matters of common interest.

Communications Coordinator (OPSEU Constitution reference: secretary)

- 1.0 The Comm. Coord. shall attend all meetings of the Local and keep minutes. These include but are not limited to Officers' meetings, Local Executive Committee meetings, and General Membership meetings. The Comm. Coord. shall circulate draft minutes of meetings within two weeks of the meetings taking place.
- 2.0 The Comm. Coord. shall distribute notices to all members of the Local as required (E.g. notices of meetings, notices relating to elections/vacancies, notices of Local events, etc.).
- 3.0 The Comm. Coord. shall bring to the attention of the Officers, all pertinent communications for discussion/action.
- 4.0 The Comm. Coord. shall forward all pertinent membership information to the appropriate union regional office (Region 3).
- 5.0 The Comm. Coord. shall maintain the Local's social media presence as guided by the Local Executive Committee.
- 6.0 The Comm. Coord. may delegate administrative responsibilities to the office support staff where appropriate.

Chief Steward

- 1.0 The Chief Steward shall coordinate and assist the Stewards in handling member issues as required.
- 2.0 The Chief Steward shall be a member of and Co-Chair the Workload Monitoring Group Committee.
- 3.0 The Chief Steward shall respond directly to members who bring forth issues falling within the scope of union work requiring action/resolution. This may include but is not limited to Standard Workload Form (SWF) issues, grievance issues, Modified Work Arrangements (MWAs), etc.
- 4.0 The Chief Steward is responsible for managing member issues which include but are not limited to grievances, arbitrations, WMG referrals, MWAs, and WRAs. Management of these issues may include:
 - 4.1 Completing and filing prescribed forms within the time periods required by the Collective Agreement.
 - 4.1.2 Initiating and responding to management communications related to member issues.
 - 4.1.3 Preparing members for hearings/meetings. Where appropriate, this will be done with the support of designated OPSEU Grievance Officers/lawyers.
 - 4.1.4 Attending hearings and taking notes. Note taking may be delegated as required.
- 5.0 The Chief Steward is a member of the informally constituted Chief Stewards' Group for the purposes of communicating with other Local Chief Stewards on matters of common interest and is responsible for maintaining ongoing communication with other main stewards.

Treasurer

- 1.0 The Treasurer is responsible for the day-to-day financial operations of the Local. This includes but is not limited to:
 - 1.1 Processing, tracking, and monitoring payments and deposits.
 - 1.2 Monitoring bank accounts and reviewing and filing monthly bank statements.
 - 1.3 Reviewing, validating, and processing expense claims for members.

- 2.0 The Treasurer is responsible for applying for all eligible OPSEU rebates/funding where appropriate including but not limited to Local Time Off Funds, Area Council Dues Rebates, Hardship Funds, etc.
- 3.0 The Treasurer is responsible for preparing and filing the Trustee Audit documents (TARS) required by OSPEU twice per year for the periods covering January to June and June to December. This includes but is not limited to:
 - 3.1 Recording all disbursements and revenues on OPSEU TARS forms.
 - 3.2 Producing hard copy back up documentation for all transactions.
 - 3.2 Scheduling the Trustees to review and sign off on the documentation and being available to the Trustees during the review meeting to answer questions as required.
 - 3.3 Submitting the signed TARS documents electronically to the Region 3 office.
 - 3.4 Retaining a copy of the TARS submission and back up documentation in the Local office files.
 - 3.5 Reporting on the TARS to the Local Executive Committee.
- 4.0 The Treasurer is responsible for managing the investments of the Local in accordance with OPSEU rules and regulations. This includes but is not limited to:
 - 4.1 Maintaining a summary of investments and tracking interest payments and maturing dates to maximize revenues from investments.
 - 4.2 Reporting on the status of investments to the Local Executive Committee and members on an ongoing basis.
 - 4.3 Making recommendations to the Officers with respect to investments and executing the purchase of investments on behalf of the Local.
- 5.0 The Treasurer, in consultation with the Local Executive Committee, is responsible for producing an annual operating budget and presenting the budget at a General Membership Meeting. Once the budget is approved, the Treasurer is responsible for tracking monthly revenues and expenditures and reporting on same to the Local Executive Committee on an ongoing basis.

Union Stewards

Each Union Steward shall be responsible for representation of members in a working area, and may participate in the following types of activities:

- 1.0 Attend steward training.
- 2.0 Attend GMMs and LEC meetings – report on any steward activities (meetings with members, issues, etc.)
- 3.0 Respond to member inquiries from your faculty area.
- 4.0 Perform outreach to non-members in your faculty area to increase membership sign up.
- 5.0 Attend solidarity events.
- 6.0 Escalate member issues to union executive where appropriate.
- 7.0 Assist/support other stewards where practical.
- 8.0 Attend SWF training session.

Trustee

- 1.0 Every Local shall elect an audit committee composed of at least two members to be known as Trustees. The Trustees shall be elected at a general membership meeting from among the members and may not hold any other office in any Local. Their terms may be varied to provide for overlapping terms.
- 2.0 The Trustees shall examine all books, records, and properties of their Local, including any Unit thereof, at least twice each year. All Officers of the Local are required to make available all necessary documents to the Trustees on reasonable notice. The Trustees shall file an audit report, in a form specified by Headquarters, to Headquarters at least once in every six months and shall also make a full report to the first general membership meeting following each audit.
- 3.0 The report that trustees prepare is called the Trustee Audit Reports (TARs). The report is formatted as an Excel document that has the following worksheets:
 1. Input Worksheet – the Treasurer completes this information for the Trustees.
 2. TAR front page worksheet – This contains basic information (bank address, list of accounts and signature area for trustees, treasurer and president).
 3. Schedule A – No one has to make entries on this schedule. Data is automatically populated from other input documents to create Schedule A.
 4. Schedule B – This is a list of all expenses, in date order, that are processed and categorized by the Treasurer.
 5. Outstanding Cheques – if there are outstanding cheques, they are listed on this document.
- 4.0 Trustees meet with the treasurer at a mutually agreed upon time at the union office to

1. Ensure all revenues and expenses are accounted for in the documentation by reviewing the bank statements and the TARs.
2. Ensure there are two signatures on every expense claim.
3. Ensure there are receipts/invoices for applicable expenditures.
4. Ensure there are deposit records for all revenues.
5. Ensure there is no unusual financial activity (e.g. large expenditure with no receipt/invoice)

Note: It takes approximately 1.5 – 2 hours to complete an audit and trustees are provided with a \$100 gift card for each audit they complete.