

# Alberta Union of Provincial Employees

## Local 054 Policy Manual

Revised November 2016





# Local 054 Policy Manual

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## 1. General

- A) Under the provisions of the Alberta Union of Provincial Employees' Constitution, we must meet the standards as set forth. However, as a Local we also have the right to propose policies to govern the operations of our Local. These policies can be amended by motion and ratification at Local Council.
- B) These are the policies of Local 054 and in no way supersede the AUPE Constitution.
- C) These stated reimbursements are paid only when you are on Local 054 business. Any other union business is reimbursed according to AUPE guidelines.

## 2. Chapters

### General

- A) The funds and property of the Chapters are for the benefit of its members and shall not be divided in any manner amongst the members.
- B) The funds in the hands of the Chapters shall be, and remain the property of Local 054, and shall be used solely for the purpose of the Local and the Chapters.
- C) All Chapter executive officer(s) or member of the Chapter who have signing authority for, or access to funds and assets; shall not disperse funds, rearrange funds, bank accounts, open alternate accounts, or change location of accounts; without prior approval by majority vote of the Chapter members: at a duly called and convened meeting.
- D) If a Chapter is declared inactive or dissolved, all books, accounts, records, monies and assets shall be submitted to the Local Treasurer forthwith, within seventy-two (72) hours.
- E) All Chapters, who require any monies, shall request it through the Local 054 Treasurer only. All expenses must be supported by receipts and bank statement and the Local 054 Finance Policy must be adhered to and/or AUPE policy.
- F) Chapters will prepare a budget annually, which shall be presented at the Chapter AGM for ratification and acceptance. The budget will be forwarded, within two (2) weeks of the AGM to the Local Treasurer. The Local Treasurer will release funds to the Chapters once this is completed.
- G) Chapter funding is 25 percent of the rebate from AUPE to the Local based on the Chapter membership count provided by AUPE. A motion carried at Local annually by the finance committee. Funding will be based on the approved budget. Monies required for large expenses must be submitted with supporting minutes of the meetings where the motion to purchase was passed.
- H) Chapters are encouraged to use their allocated annual budget, for their members by June 30<sup>th</sup>. Any surplus funds will then be absorbed by Local 054.
- I) Chapter books are to be audited by the Local Treasurer at the time of a top up.
- J) Guideline for Chapter Expenses/Reimbursements:
  - 1. The following items, to apply to Chapter funding only:
    - (a) Postage, Stationary and supplies.
    - (b) Hall rentals for meetings and social functions.
    - (c) Mileage and accommodation for attending *Chapter* meetings are to follow AUPE policy.
    - (d) Telephone calls for all union business.
    - (e) Refreshments for meetings.
    - (f) Annual General Meetings.

- (g) Social functions such as summer BBQ's and Christmas Parties.
  - (h) Any appropriate expense(s) incurred while performing the duties of an elected or appointed chapter position.
- K) All Chapter Executive Committees shall notify the Local 054 Executive Committee of all Chapter meetings.
- L) The minutes, sign-in sheets, completed Chapter Election forms and resolutions from Chapter Annual General Meetings must be submitted to Local 054 Secretary within 2 weeks; after the Chapter's AGM.
- M) Chapters are encouraged to hold a *minimum of 3 regular meetings per year*. Informal or formal, one of which will be the **AGM** (*which must be held by the end of March*).

### 3. Local 054 Council Meetings

- A) Local 54 Council Meetings will be set at the AGM, to be held quarterly. Reminders will be sent electronically through Local Secretary to Local Council Representatives and Alternates.
- B) All motions and amendments made at Council Meetings are to be submitted in writing, on approved AUPE forms, to the Local Secretary, at the time they are brought to the floor.
- C) All observers from other Locals and Union staff members must obtain prior approval from the Chair to attend the Council meeting. The Chair may request that all non-approved observers leave the meeting.
- D) All observers to a Council meeting require prior approval of the Chair. Observers attend at their own expense unless otherwise authorized by the Local Executive Board.
- E) All reports and handouts at Local 054 Council and Chapter meetings will be dated. This policy would include reports of the Executive Board members at AGM's, proposed policies, or guidelines. Convention Resolutions, lists of committee members, and any other handouts at Local 054 Council meetings.
- F) All Local 054 reports must be in writing, in order to be passed at Council.
- G) All council representatives attending Labour School or a function approved to attend by Local Council shall give a written report to council.
- H) All Local 054 members of AUPE Standing Committees must report to Council for each Committee meeting attended.
- I) Council Representatives are to complete the on line TIME OFF Request forms, (If they are not attending they need to also fill out the form saying they are not attending, or do not need Time Off) and Council Reps are to advise their Chapter Chairs, if they are unable to attend.
- J) That Local 054 will pay for mileage to and from council Meeting.
- K) The Chair of Local 054 shall notify the affected Chapter Chair, in writing, in the event that their Council Representative(s) failed to attend Two (2) consecutive Council meetings without just cause. (The Council Representative(s) may be advised to step down from the council position.)
- L) At the time of mailing (emailing) of the Local 054 Council Meeting reminder, an agenda shall be included a minimum of 14 day prior to the meeting.
- M) Local 054 should use the AUPE facilities, whenever possible.

## 4. Committees

### A) Policy Guidelines for Local 054 Committees

A successful committee is reliant on the individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of the committee operation to the internal and external community or Local 054.

- 1) The following policy pertains to any committee established by Local 054.
  - (a) To ensure maximum participation, members of Local 054 Council are eligible to sit on any Local 054 established committee.
  - (b) Members of all Local 054 committees shall be elected from Council Representatives at the Annual General Meeting (AGM) of the Local in an election year, or as deemed necessary throughout the year.
  - (c) The term of the office shall be two (2) years from those elected at regular election AGM's. Other terms shall be until the next regular election.
  - (d) If a committee member is no longer a member of Local 054 Council, they cease to be a member of the committee.
  - (e) Each committee will be comprised of a minimum of five (5) elected members. Maintaining an odd number. Each committee will elect a Chair and Secretary from amongst its members.
  - (f) The Committee Chair shall notify the Local 054 Chair, in writing, in the event that their Representative(s) failed to attend two (2), consecutive Committee meetings (without just cause). The Representative may be advised to step down from Committee position.
- 2) The Executive Board of Local 054 shall appoint, from amongst its members, a liaison to each Local 054 established committee.
- 3) Prior to calling a meeting, the Committee Chair shall ensure the following criteria are met:
  - (a) That the Chair and the Treasurer of Local 054 are informed.
  - (b) That quorum is available; liaison is not counted for quorum. Quorum is three members of the members of the committee.
  - (c) Those fiscal considerations are taken into account when setting the time, date and location of the meeting.
- 4) The Committee shall ensure that minutes are properly recorded and dated for each meeting.
- 5) At the end of the Committee term; all materials shall be turned over to the Executive liaison (within 2 weeks).

- 6) Each Local 054 Committee Chair shall inform the Local 054 Executive Board; in writing, of their committee activities, prior to the Annual General Meeting of the Local, with the exception of the Executive Board and Bargaining.

## **B) Local Executive Board**

- 1) Phone calls, text messages and emails will be used to keep the Local 054 Executive Board up-to-date.
- 2) That all Executive Board reports shall be available in writing, at each Local 054 Council Meeting.
- 3) The names of elected members failing to attend a designated Local 054 union function without notice will be included on the correspondence list (i.e. Local 054 Council, Local 054 Committees, and AUPE Convention).
- 4) The Local 054 Secretary will maintain a current inventory of all Local 054 assets, e.g. equipment and furniture. This includes Chapter assets.
- 5) The Alternate Provincial Executive (PE) Representative may attend all PE meetings at Local 054 expense.
- 6) When the Alternate PE Representative attends PE meetings in the absence of the PE Representative, the Alternate PE Representative shall submit a written report within seven (7) days to the members of the Executive committee and shall report to the next Local 054 Council meetings.
- 7) The Local 054 Secretary will maintain a current Local 054 Policy Manual.

## **C) Finance Committee**

A finance committee shall be established from amongst the members of Local Board. This committee is to monitor the financial activities of the Local. The Treasurer of Local 054 shall chair the committee. A Secretary and Vice-Chair shall be elected from amongst the committee members.

### **Role of Committee**

- 1) The finance committee shall monitor the financial activities of the Local and will meet quarterly, prior to scheduled Local Board meetings.
- 2) Will review and make recommendations surrounding the financial practice of the Local.
- 3) Ensure the Local complies with the approved budget as set by Local Council.
- 4) Ensure the Local endeavors to meet its mandate and report any discrepancies to Local Council.

- 5) Shall review the proposed annual budget for the Local, and may amend or modify the budget, to be presented at the Annual General Meeting of the Local for ratification and acceptance.
- 6) Review all major expenditures.

### **Policy on Disclosure of Financial Information**

- 1) All financial records are considered privileged and confidential.
- 2) No council member shall release/share any information to non-members unless directed to in writing by the Executive Secretary-Treasurer of AUPE.
- 3) The books, accounts and records of Local 054 may be inspected at any time by any member in good standing of the Local 054 at the AUPE Headquarters, upon the Local Treasurer being given thirty (30) days' notice in writing.
- 4) Such books, records, and accounts will be made available for inspection during arranged time and the Local council shall at all times have access during regularly scheduled meetings.
- 5) The Local Treasurer, or such person as, may from time to time be designated by the Finance Committee, shall be the sole and official spokesperson for the Local, when dealing with financial issues, of the Local.
- 6) The Provincial Executive member or alternate may on occasion be requested to speak to financial affairs of the Local, however must seek advice and clarification from the Local Treasurer prior to making statements.

### **Financial Policies**

- 1) That all expenses be paid by the Local for Local Executive Board members attending Chapter meetings.
- 2) No member or elected representative of the Local may lend, borrow or enter into financial agreement with the Local. This DOES NOT include advances for approved expenses.
- 3) Written financial statements and reports will be available at every Local 054 Council meeting.
- 4) Completed expense forms must be filed no later than Thirty (30) days after the last day of the month for which reimbursement is claimed and submitted to either the Union Executive Secretary-Treasurer of AUPE Headquarters, in the case of expenses to be reimbursed from Headquarters' funds or the appropriate component Treasurer in the case of expenses to be reimbursed from component funds.
- 5) The Local Executive Board, which includes Chair, Vice Chair, Treasurer, Secretary, and Provincial Executive Representative, shall receive an annual honorarium as set by Local council. Should a member not complete a year of

service; the honorarium shall be pro-rated accordingly. The honorarium is set at \$3,000 for the chair and \$2,400 for all other executive board positions, to be paid yearly, at Local AGM or a portion every 6 months. (December 1 and June 1)

- 6) Local Council Representatives shall receive an honorarium as set by Local Council. The honorarium is \$160.00 per year. Should a member not attend all council meetings the honorarium will be pro-rated accordingly. Honorariums will be determined by the information obtained from the meeting attendance sheets, and will be distributed at the Annual General Meeting end of the year term by the Local Treasurer, to those Council Reps in attendance. The remainder shall be mailed out.
- 7) Chapter Honorarium Policy is as follows. Chapter Executive board – consisting of Chair, Vice-Chair, Secretary, Treasurer or Secretary/Treasurer, will receive an annual honorarium of \$500.00 per year. (If a person holds two positions (secretary/treasurer), they will only receive one (1) honorarium). Chapter Honorariums will be paid by the Local, from the Local Budget. These shall be paid annually at the Chapter Annual General Meeting, to attending Chapter Executive Board. The remainder shall be mailed out.
- 8) All Local 054 Convention Delegates and Local 054 Observers shall be provided \$100.00 to assist with the costs of expenses incurred while attending Convention. (meals, snacks, parking). No expenses from Convention will be paid by the Local. The funds will be issued following the close of convention, following confirmation of full attendance. Cheques to be mailed, to the designate and observers within one (1) week.
- 9) The Local Executive Board will be reimbursed for cell phone usage, for union business, upon producing a copy of the bill to the Local Treasurer.
- 10) The Local Secretary or designate shall be paid the cost of the Internet to maintain the Local Website.
- 11) The Local Executive Board and Finance Committee shall approve non budgetary expenditures under \$5000.00 without approval of council, between council meetings. Non Budgetary over \$5000.00 shall require a special council meeting.
- 12) Accommodation for all Local 054 members shall be arranged and is approved by the Local Executive Board. Rooms paid for by the Local are to be booked on a shared basis. Requests for single accommodation will be considered for medical reasons. Members wishing to have single accommodation for personal reasons will be required to pay half the expense. If member cannot attend and proper notice is not given to cancel the room, member will be responsible to pay for the room. Local Executive Board will be provided rooms on a single basis when required. Members shall be responsible for Third Party bookings at their own expense.

- 13) To allow delegates to convention an opportunity to participate and experience convention in its entirety, council passed a motion to allow all delegate accommodation if so desired while attending. AUPE only reimburses for out of town delegates. The following guidelines are used for convention rooms:
  - (a) Based on double occupancy
  - (b) Rooms must be confirmed with the Local Chair or designate three (3) weeks prior to convention. The Local will not pay for rooms after this date.
- 14) Local 054 delegates not using accommodations should claim expenses as per AUPE policy.
- 15) When possible direct billing of accommodations will be arranged, and paid for by the Local.
- 16) The Local Treasurer must authorize all travel. When a member is required to use his/her vehicle for approved Local business he/she may claim mileage at the approved AUPE rate. Mileage cannot be claimed when group transportation has been arranged, unless pre-approved by Local Executive Board.
- 17) Parking cost will be reimbursed upon presentation of a receipt. Up to \$5.00 can be claimed for parking at a meter without a receipt.
- 18) A receipt must accompany all claims for Taxi, Bus, or airfare.
- 19) Local 054 may establish their bank account with the same bank utilized by AUPE
- 20) Signatures on Local 054 bank accounts (Local and Chapter) shall consist of three signing authorities. Two signatures are required on all accounts and cheques, the Treasurer, the Chair and Vice Chair shall have signing authority on all Local 054 accounts.
- 21) Any member who agrees to participate in a "paid" Local 054 function and does not attend or fails to attend the full event, without good reason to the Local Executive Board; will be responsible for the cost. The expense will be deducted from expense claims or Honorariums
- 22) Request for donations to organizations, non-profit groups and causes; outside of AUPE will be considered by local council, and outcome determined. Requests for individual donations will not be supported by the Local. The Local will accept written applications for charitable donation with deadlines two times a year. Deadlines will be March 31 and August 31. Applications will be reviewed at the next Finance Meeting following each deadline, and then brought to the next Council meeting. Rather than cash, donations could be of a nature as to promote AUPE and specifically Local 054 within our communities. Such donations could include, but not limited to such things a reusable beverage mugs, reusable water bottles and coolers.

## **5. Convention, Conferences, Seminars, Labour Schools, etc.**

### **A) General**

Local 054 will consider all requests for educational opportunities for its members. Request to attend seminars, conferences or courses outside of AUPE should be made to the Local Executive Board and include all supporting information, such as content and cost. For the Local to support this expense, a written explanation of the benefit to the Local shall accompany the request. Consideration is to be given to type and content of course and whether it is already offered by AUPE or if other funding is available. These opportunities shall be available to all members without prejudice.

When ballots are counted during elections for delegate status or attendance at conferences or workshops, there will be a list of successful candidates, as well as an alternate list ranked from greatest to least number of votes.

### **B) Guidelines for Labour Schools**

- 1) Application to attend Labour School will be directed to the Local Chair.
- 2) Applicants must meet established Labour School Criteria.
- 3) Be an elected official/officer of a component and be active Union member within Chapter or worksite.
- 4) Chapters to provide background information when submitting names, to the Local 054 Chair.
- 5) Emphasis should not be placed solely on new members, but equal consideration should be given to those who have gone in the past.
- 6) When establishing who shall attend the schools, it should be taken into consideration if someone was registered in the past, and did not attend without sufficient notice or reason.
- 7) The Local 054 Executive Board will review all applications to Labour School and select and submit approved applications to the appropriate Committee.

### **C) Guidelines for Local 054 Members Elected to Attend**

As an elected delegate from Local 054 to the various conferences, conventions, seminars, etc., you represent the members of Local 054. The members pay dues

that pay for your attendance at these functions. Your behavior and obligations while attending functions on behalf of Local 054 are a reflection of the Local.

- 1) The delegate shall check and receive the approval of his/her supervisor when appropriate, as to time-off immediately upon being elected. When time-off is denied, the elected delegate shall immediately notify the Local Chairperson.
- 2) Those delegates who do not notify the Local 054 Chair and do not attend without good reason may have the amount of the expenses incurred on their behalf, deducted from any expense claims submitted to Local 054, until that amount has been recovered. Time-off would be cancelled and the responsibility of the member to arrange alternate pay.
- 3) Each delegate shall attend every full session of the function to which they were elected unless they are on an AUPE Standing Committee that meets at the same time, in which case the delegate shall advise the Chair of Local 054 or designate, in advance.
- 4) Delegates are to advise the Local 054 Chair when they are unable to attend a session of the function, portion thereof, or when they are unable to attend the balance of the function.
- 5) Delegates shall submit to the Local 054 Chair or Chapter Chair either a group or individual written report as required.
- 6) Delegates shall support the intent of all resolutions passed by Local 054 Council and forwarded to Conventions. If a delegate cannot support the resolution, then they should abstain.
- 7) The Chair of Local 054 shall notify the affected Chapter Executive Board, in writing, in the event that their delegate failed to comply with these guidelines.
- 8) When the Local 054 delegates are registered for a function, a copy of the guidelines shall be included with their delegate package
- 9) Delegates are to attend Local 054 Caucus meeting when called.

## 6. AUPE Conventions

### A) Convention Delegates

Chapter nominees for convention generally amount to more than our allocated delegate number entitled for our Local to send to AUPE Annual Convention. The following outlines the Local process to determine delegates and alternate delegates to Convention passed at an Annual General Meeting.

- 1) Chapters are entitled to elect a nominee for each 100 of its members or portion thereof. Nominees are not entitled automatically delegates. All Chapter elected nominees will be forwarded to the Local Annual General meeting where they will be considered for election to Local 054 Convention Delegate.
- 2) Credentials are the property of Local Council and allocated by the Local. Therefore there is no pre-determined numbers for each Chapter.
- 3) Proportional representation by Chapter is ideal, however the priority of the Local is to have individuals who will attend in full, demonstrated interest and involvement in the union, local and chapter (attend meetings, courses, events), take initiative to learn, have taken Introduction to the Union, and will commit (and have demonstrated) to the responsibility of being a Local 054 Convention Delegate.
- 4) A list of each Chapters nominees and alternates will be prepared and presented the Annual General Meeting for election.
- 5) Concerns with nominees will need to be addressed at this time. Council Representative may identify reasons why nominees should not be elected to represent the Local at Convention. Often Chapters are not holding members accountable at the Chapter AGM during elections. Example – not reporting failure to attend in full, canceling short notice in responsibility of the Local to assign, Local council will elect after presentation for the Chapter, and discussion of Local council.
- 6) All elected nominees will be considered first, prior to moving up elected alternate nominees.

### B) Local 054 Policy on Allocation of Credentials to AUPE Convention

These procedures are followed for the allocation of credentials to AUPE Convention:

- 1) Local 054 Chair or designate will then phone all delegates to confirm attendance; within 1 month, following the Local Annual General Meeting. If they

are unable to attend or are no longer a member of Local 054, duly elected alternates will be contacted. Delegates are contacted a second time for confirmation/reminder in early September.

- 2) Delegates are expected to attend all three (3) full days of Convention. If an elected delegate is unable to attend the 3 days, the credential will be given to an alternate who can attend all 3 days.
- 3) In order to be an elected delegate of Local 054 and assigned a Local credential members will have taken the Introduction to the Union Course. When need is identified, the Local will arrange and Ad Hoc Course to ensure additional opportunity outside the regular education schedule.

## 7. Local 054 Elected Position Responsibilities

### **CHAIR**

As per Article 18.01 of the Constitution (refer to AUPE Constitution)

#### **Local 054 Policy**

- The Chair and Secretary can approve Time Off at Local 054 Expense. In their absence, the Treasurer can approve time offs.
- The Chair shall have joint signing authority with the Treasurer and Vice Chair on all accounts of the Local.
- Responsible for Local 054 business and issues.
- The Chair will direct the Local Political Awareness Sub-Committee and any other Sub-Committee the Local may form.
- The Chair shall request retirement plaques from AUPE
- The Chair shall maintain the AUPE Policy Manual.
- The Chair shall provide written report of activities to all Council Meetings.
- Will liaison monthly with assigned Chapter Chairs as determined by Local Executive Board.

### **VICE-CHAIR**

As per Article 18.01 of the Constitution (refer to AUPE Constitution)

#### **As per Local 054 Policy:**

- The Vice Chair shall have joint signing authority with the Treasurer and Chair on all accounts of the Local.
- Shall prepare a written report for the Annual General Meeting and all council meetings.
- Will liaise monthly with assigned Chapter Chairs.
- Will be the Occupational Health and Safety Liaison for the Local to the AUPE Standing Committee.
- Will maintain accurate records of all Local 054 Union Stewards.
- Will assist in maintaining the Local 054 Website with the Local Chair.
- The Vice Chair shall request retirement plaques from AUPE.

### **TREASURER**

As per Article 18.01 of Constitution (refer to AUPE Constitution)

#### **As per Local 054 Policy**

- Shall report financial matters to Council.
- Shall be accountable for all Local 54 finances, books to Headquarters as requested each year (Treasurers are bondable). Shall provide audit report to Local Council annually.

- Shall audit Chapter Books at least two times a year and ensure all Chapter Treasurers are trained accordingly and aware of Local and AUPE Policy.
- The Treasurer shall have joint signing authority with the Chair on all accounts of the Local.
- Shall Chair the Local 054 Finance Committee.
- Shall Chair the Local Social Committee.
- Will liaison monthly with assigned Chapter Treasurers.
- The Chair and Secretary can approve Time Off at Local 054 Expense. In their absence, the Treasurer can approve time offs.

### **SECRETARY**

As per Article 18.01 of the constitution (refer to AUPE Constitution)

#### **As per Local 054 Policy:**

- Shall prepare a report for the Annual General Meeting and Council Meetings
- Shall maintain an inventory list of Local 054 assets.
- Shall prepare and keep current a list of Council Reps and Chapter Executive.
- Shall receive and maintain all Chapter Meeting Minutes.
- Shall maintain minutes and correspondence.
- Shall maintain an Action/Task List to ensure Local Executive Board remains organized
- Shall co-ordinate and prepare meeting agendas, secure meeting room, and organize meals as required.
- Upon direction of the Executive, shall send invites to other guests.
- Shall maintain a record of Council Reps meeting attendance.
- Shall prepare a sign-In Sheet for all council meetings.
- Shall maintain the Local 054 Policy Manual in conjunction with the Local Chair.
- Will liaison monthly with assigned Chapter Chairs.
- Shall maintain the Local Web Site.
- Shall be Liaise with the Council Committee.
- The Chair and Secretary can approve Time Off at Local 054 Expense. In their absence, the Treasurer can approve time offs.
- Secretary shall forward all Approved Time Off to the Local Treasurer as soon as approved.

### **PROVINCIAL EXECUTIVE REPRESENTATIVE**

As per Article 18.01 of the Constitution

#### **As per Local 054 Policy:**

- Upon receipt of the PE agenda, consults with the Executive on issues to be brought forward to the PE meeting.
- In a timely manner will report to Local Executive on the PE meeting.
- Reports in writing to Council on each PE meeting.

- Shall forward new and updated AUPE policies and procedures to Local Executive and Council.
- Will liaison monthly with assigned Chapter Chairs.

**ALTERNATE PROVINCIAL EXECUTIVE REPRESENTATIVE**

As per Article 18.01 of the Constitution

**BARGAINING CHAIR**

- In conjunction with the bargaining team represents Local 054's bargaining mandate at bargaining.
- Ensures bargaining surveys are prepared and distributed to Local 054 members.
- Prepares written reports for Council.
- Formulates the mandate from surveys and feedback from council Representatives and presents to Council to be voted on.
- Follows communication plan developed by Local Council.

**COUNCIL REPRESENTATIVE**

- The Local Council Representative shall attend the meetings of the Local Council where they shall represent the interest of the members of their Chapter.
- They shall report on the functioning of each council meeting to Chapter members via Chapter distribution list.
- Shall submit a written report to the Annual General Meeting of their Chapter.
- Shall be worksite contacts.
- Shall be active participant in communication plan developed by council by informing those assigned to them.

**ALTERNATE COUNCIL REPRESENTATIVE**

- Alternate council Representatives shall attend the meetings of the Local Council in the absence of the elected Council Representative.
- Alternate Council Reps shall be ineligible to hold elected Council Positions.

**NOMINEES FOR CONVENTION DELEGATES**

- The Chapter shall nominate members, for election by Local council, as delegates to the AUPE Convention.
- There shall be one nominee for 100 or less members and one additional nominee for each additional 100 members or portion thereof.
- Where practicable, delegate nominees are to be ranked in order of priority for election by Council.
- Where possible, delegate nominee alternates shall be ranked in order of priority to replace delegate nominees, if necessary.
- Local Council elects Convention delegates, the credentials are owned by the Local.

**UNION STEWARDS**

- Union Stewards shall communicate regularly with the Local Chair and Membership Services Officers. They shall attend and participate in stewards meeting and follow AUPE Steward Policy and provide copies of grievance forms and results of filed grievances to the Local Secretary.

To be reviewed on a regular basis by Local Executive

**CHAPTER ELECTED POSITION RESPONSIBILITIES****CHAIR**

As per Article 18.01 of the Constitution (refer to AUPE Constitution)

**VICE-CHAIR**

As per Article 18.01 of the Constitution (refer to AUPE Constitution)

**TREASURER**

As per Article 18.01 of the Constitution (refer to AUPE Constitution)

**SECRETARY**

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- Where possible, delegate nominee alternates shall be ranked in order of priority to replace delegate nominees, if necessary.
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### **UNION STEWARDS**

- Union Stewards shall communicate regularly with the Local Chair and Membership Services Officers. They shall attend and participate in stewards meeting and follow AUPE Steward Policy and provide copies of grievance forms and results of filed grievances to the Local Secretary.
- Take Steward training courses as organized by AUPE Headquarters.
- Take Introduction to the Union course as organized by AUPE Headquarters.

### **OHS REPRESENTATIVE**

- Attend monthly (or as scheduled) meetings of the Joint Workplace Health & Safety Committee (JWHSC) as one of the two AUPE GSS committee members;
- Take Basic Health & Safety training courses as organized by AUPE Headquarters.
- Take Introduction to the Union course as organized by AUPE Headquarters.

### **EMAC REPRESENTATIVE**

- Attend monthly (or as scheduled) meetings of the Employee Management Advisory Committee (EMAC) as one of the three AUPE GSS committee members;
- Take Introduction to the Union course as organized by AUPE headquarters.