



Chapter and Committee Chairs

January 9, 2024





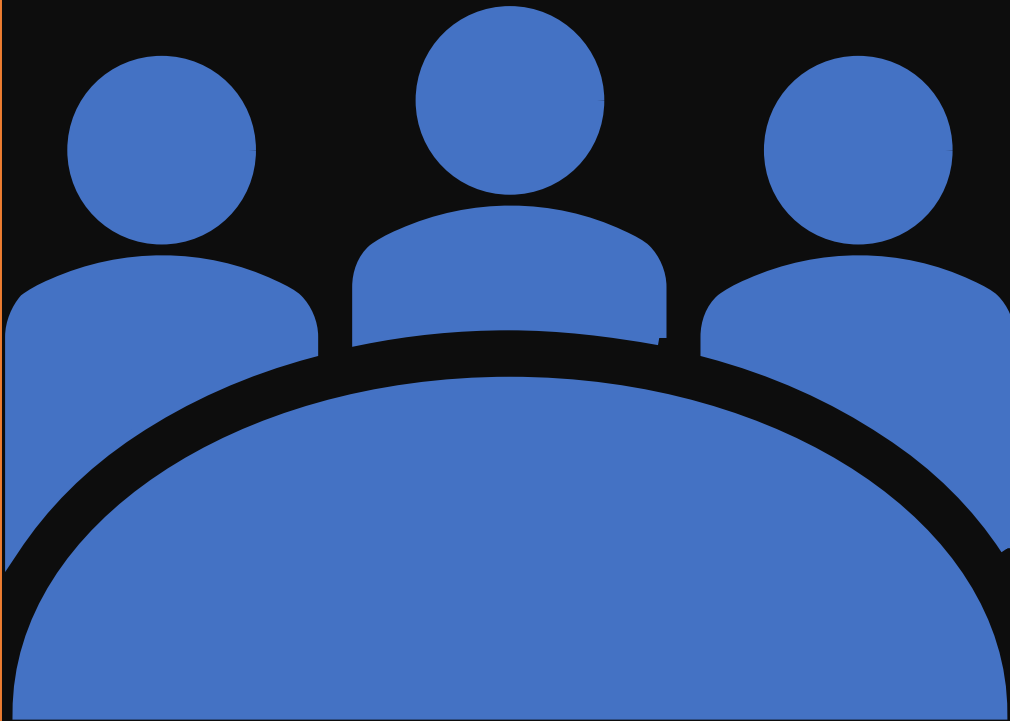
Roles and
Responsibilities



Chapter Chair

- Call membership meetings, annual general meetings and chapter executive meetings as required and is the chairperson at these meetings.
- Exercise supervision over the affairs of the component.
- May assign specific duties to the Vice Chair.
- Become familiar with AUPE and the Local, have an understanding of the AUPE Constitution, respective collective agreement, and policy and procedures.
- Keep Chapter Executive informed of component activity and ensure that the Chapter membership is made aware of all union business and upcoming events as required.
- Prepare a report of activities for each meeting.
- Build an active membership.
- Refer to the Component Officer Resource Kit for more details

Committee Chair



- Call committee meetings
- Exercise supervision over the affairs of the committee.
- May assign specific duties to the Vice Chair
- Ensure committee establishes a Terms of Reference for the committee. The Chair must present the TOR to Local Council for ratification. The Chair ensures the committee operates under the established parameters. TOR should be reviewed annually by committee.
- Ensure the committee works to further the goals of AUPE and to promote solidarity and engagement among the Local's membership.
- Quorum shall be 50% plus one.
- Shall submit a proposed annual budget to the Treasurer when requested, prior to the annual general meeting of the Local.
- Shall ensure meeting minutes are recorded.
- Shall report on its activities at each council meeting.
- Present motions to Council outlining action being recommended.

Chapter Annual General Meeting



- Same booking process as 2023
- Chapters need to book AGM's early in the calendar year.
- Connect with your assigned MSO.
 - May need to contact the Member Resource Centre to determine the appropriate MSO.
- Executive Vice President and Local 002 Executive members should be notified of the date and location/format.
- VP's will create the virtual link for hybrid meeting to ensure they are able to facilitate any required elections, including 2024 Convention Nominees.
- Email notifications for all chapter AGM's will be autogenerated by HQ
 - Initial notice 3 weeks ahead of the date,
 - Reminder- 1 week prior.
- Component officer AGM online training
 - January 9 from 11:30am-1:30pm or January 11 from 5-7pm
- Proxy nominations - AUPE does not have a policy on how to deal with proxy nominations. Discuss protocol with the VP prior to meeting.

Chapter and Committee Budgets

- Chapters are required to pass budget at Chapter AGM
- Current financial report has been sent to all Chapter Treasurers (Chapter Chairs were copied).
- Please review your chapter budgets and provide a proposed budget to the Local Treasurer for review by January 31.
- Chapter budgets are based on member counts per Chapter provided by AUPE. The rate is \$12 per member.
- Local Treasurer will distribute current financial reports to Committees by January 31.
- Committee Chairs are asked to provide a proposed budget to Local Treasurer by March 31.

Chapter Convention Delegate Allocation

- As per Article 6.05 of the AUPE Constitution, the delegate counts are based on the twelve-month average as of October 31st
- One delegate per hundred members, or portion thereof
- The budget rate is \$12 per member.

2024 Convention Delegate Count & Chapter Budget			
Chapter	Member Count	Convention Delegates	Budget
001	792	8	\$9,504
002	5122	52	\$61,464
003	174	2	\$2,088
004	141	2	\$1,692
005	172	2	\$2,064
006	95	1	\$1,140
Total	6496	65	\$77,952

Scheduling a Meeting

- Chapters are required to conduct three meetings annually, including the AGM. (Article 23-06)
- Chapters should contact Executive VP to schedule meeting
 - VP will create Zoom link for Chapter meetings
- Committees should complete Formstack to request meeting space
 - Appropriate staff member will book the meeting space
- Contact Local Webmaster to include the meeting on the Local calendar. Webmaster will create zoom link for committee meetings.
- Local executives should be notified of all Chapter and Committee meetings.



Preparing for Meeting

- Time off requests should be submitted through Local website as early as possible
- Promote hybrid meetings wherever possible
- Hotel rooms should be booked at AUPE-approved hotels wherever possible.
 - Members must book their own hotel stay and claim the expense
 - One night permitted for each day of a conference, educational, or event
 - Two nights are permitted if the member is required to travel more than 150km
 - Member must provide receipt with expense claim. Members will only be reimbursed \$50 per night without a receipt.
 - Approved rates are \$150 (or below) plus applicable taxes
 - Room rate plus applicable taxes and fees are approved. All other costs are incurred at expense of member.
 - Be fiscally responsible. Inquire about any available AUPE or GOA rates.
 - Refer to Provincial Executive Policy 5-18 for more information





Travel To Meeting

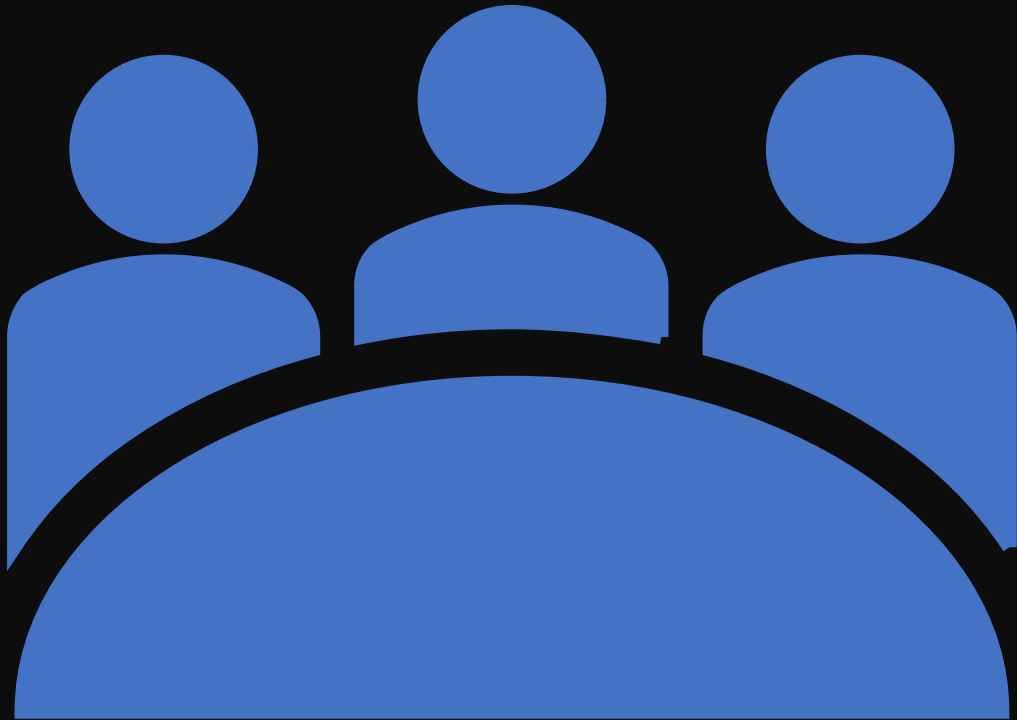
- Members should ensure safety when travelling
- Plan to travel during daylight and take extra time as road conditions require
- Time of departure or return must be reasonable based on travel time.
- Members travelling less than four hours should leave home after 1pm.
- Mileage is paid at rate approved by AUPE.
- Parking costs are reimbursed upon providing receipt.



Meeting Expenses

- Attendance must be recorded for ALL meetings and events.
- When meals are served, it is preferred to have the Chair, or other designated individual pay for entire group.
- Breakfast will not be expensed where one is available at a hotel.
- Meals are not expensed when provided by the facilitator
- Expense reports should be submitted to Treasurer within two weeks of the meeting.
- Expense claims must be completely filled out. Member email address must be included in the 'Other' message box.
- Members are encouraged to use the fillable PDF Expense Claim form available on the Local website

Chapter Expense Claims



- Expense claims for Chapter meetings should be submitted to Chapter Treasurer for review to ensure completeness of claim forms.
- Chapter Treasurer should submit all claims together as a batch to the Local Treasurer for processing within two weeks of the meeting.
- An attendance sheet must accompany the expense claims submitted by Chapter Treasurer. Expense claims WILL NOT be processed without an attendance sheet.
- Expense reports should include:
 - 1) Expense Claim form
 - 2) Child Care Receipt form (if applicable)
- Expense claim for meal and/or meeting space should be submitted separately.

A background image showing a group of business professionals in a meeting. A man in a dark suit and tie is on the left, holding a white coffee cup. A woman in a dark blazer is in the center, gesturing with her hand. In the foreground, a hand is pointing at a tablet displaying a chart with two large circles. Another hand is holding a smartphone. The scene is brightly lit, suggesting an office environment.

Chapter Events

- Full accounting reports must be provided to Local Treasurer for Chapter events.
- Full report must show deposit amounts, revenues (ticket sales, etc.), expenses, and the final balance.
- Chapter events will be audited by AUPE, so complete financial records are essential.

Committee Expense Claims



- Committee Chairs, please try to submit expense report to Local Treasurer within 48-hours of the meeting.
- Committee members should submit expenses to Local Treasurer within two weeks of meeting.
- Expense reports should include:
 - 1) Expense Claim form
 - 2) Attendance sheet (can be included on expense report)
 - 3) Receipts for meal(s)
 - 4) Detailed hotel invoice and receipt
 - 5) Child Care Receipt form (if applicable)
- Committees are encouraged to hold meetings during the evening or on weekends.
- A copy of the attendance sheet should also be submitted to Local Vice Chair whenever a TOR is required.

Child Care Expenses

- Any expense claim that includes child care expenses must be accompanied by a Child Care Receipt form (available on Local website)
- Form must be completed entirely (two pages)
- Reimbursement will not be paid where child care would normally have been paid by member such as:
 - During normal work day
 - Spouse or family would normally be caring for child
 - After conclusion of meeting or event
 - Child is 12 or older.
- Intent of child care expenses is to cover child care costs that were incurred specifically due to member's attendance at union meeting.
- Refer to AUPE policy 5-20 for more details



Honoraria & Internet

Honoraria

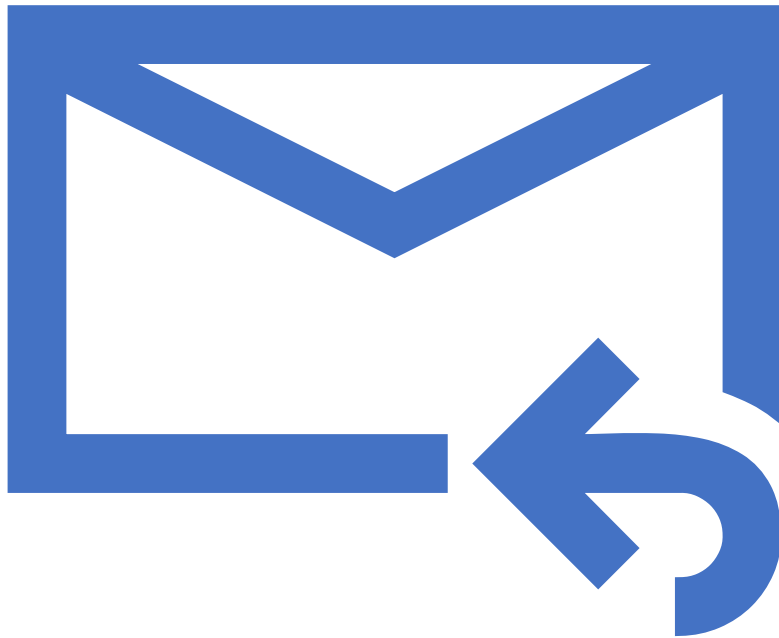
- Chapter Chairs – \$250 or \$0.10 (whichever is greater)
- Chapter Table Officers - \$100 each

- Bargaining Committee Chair - \$1500
- Other Committee Chairs - \$350 each

Internet expenses (maximum of \$75 per month – must provide monthly statement)

- Chapter Chairs
- Chapter Secretary (Chapters with 250+ members)
- Bargaining Committee Chair

- Canada Revenue Agency has determined that these are taxable benefits and are reported to AUPE Headquarters by the Local Treasurer. A Social Insurance Number will be required to process the payment.



Communications To Members

- All requests to AUPE should be requested through the Component Project Special Request form.
- https://aupe.formstack.com/forms/project_request



Questions?