



Local 002

JOB DESCRIPTION – Local Chair

As per article 18.01(a) of the AUPE Constitution:

- The Chair shall exercise supervision over the affairs of the component and shall sign all official correspondence. The Chair shall preside at all meetings and may assign specific duties to the Vice-Chair. The Chair shall call meetings of the component Executive at least three (3) times a year and shall call meetings of the component as specified.
- Provide written reports to Local Council at all council meetings and at the Local AGM.
- If any questions arises as to the interpretation of the Constitution as it relates to the affairs of the component, the Chair shall give an interpretation which shall be final and binding on all affected parties unless and until reversed by the appropriate authority.
- Any member of a component may appeal an interpretation of the Chair:
 - a. In the case of Chapters, to the Local Council, who shall make a decision at its next meeting;
 - b. In the case of Locals and Area Councils to the President, who shall render a decision within ten (10) days of receipt of the appeal; such decision shall be binding subject to the provisions of this Constitution.
- Shall be a worksite contact.

The Chair shall also:

- Sit as an ex-officio member of the Human Services Advisory Committee as per the Letter of Understanding #1 of the Subsidiary Agreement #002 of the Master Agreement, and attends all meetings as requested. The Chair may designate another member of Local 002 Executive to attend in their absence;
- When possible, attend Local 002 committee meetings as an ex-officio member. The Chair may designate another member of Local 002 Executive to attend in their absence;
- Attend AUPE wide Local Chairs meetings on a quarterly basis or as determined. The Chair may designate another member of Local 002 Executive to attend in their absence. The Local chair shall include a summary of all meetings in the Local Chair report to council;
- Attend the General Services Local Chair meetings on a quarterly basis or as determined. The Chair may designate another member of Local 002 Executive to attend in their absence;
- Attend meetings as requested by AUPE Executive;
- Inform the AUPE representatives (Carol Drennan and/or Carol Anne Dean) of any changes to the Local 002 representation on QAAC (Quality Assurance Advisory Committee), as

determined by the Local 002 PREP Committee;

<http://www.chr.alberta.ca/Practitioners/?file=class/prep-gaac/bargunit/prep-bu-gaac&cf=690#Membership>

- Work with the PE rep to prepare a Local report to PE as required/requested. The chair shall be charged with submitting the report to AUPE President in advance of the next scheduled PE meeting;
- Ensure a Local 002 Executive presence at all chapter AGM's;
- Ensure Local 002 Executive meets with the AUPE Executive annually, or as needed;
- Support succession planning within the Local;
- Maintain and update as needed, the Local Executive Best Practices document;
- Meet/liaise/communicate with all chapter and committee chairs as needed, to share relevant information between the committees and refer committees to each other to foster a united approach to common issues;
- Upon receipt of the grievance list from HQ, forward it onto the chair of the Local Bargaining committee;
- Prepare and submit an annual Executive Budget to the Finance committee prior to the Local council AGM. The budget shall include costs associated with the role of the PE alternate;
- Attend joint Treasurer and Chair training as required;
- Submit resolutions for Convention by the due date as directed by HQ, and ensure all resolutions are in the proper format;
- Prepare and send out correspondence as directed by Local Council to HQ;
- Request via the Local 002 secretary, dissemination of information received from HQ as appropriate; and
- Approve all TOR's via the Treasurer's email and submit the TOR to HQ for processing. The Chair shall not approve his/her own TOR; the Treasurer shall approve the Chairs' TOR's.



Local 002

JOB DESCRIPTION – Vice-Chair

- Assist the Chair in the execution of his/her duties and may act on his/her behalf when so authorized and shall discharge the responsibilities assigned;
- Confirm and/or update Local 002 Policies on an annual basis and ensures they are posted on the Local 002 website;
- Assist and guide Local committee's in reviewing and confirming and/or updating the Local 002 Committee Terms of Reference;
- Attend the Local 002 Committee meetings at the request of the Local Chair;
- Attend all Executive Meetings and Local Council meetings when called;
- Provide written reports to Local Council at all council meetings and at the Local AGM;
- As part of the Local 002 Executive, meet annually with AUPE Executive when requested; and
- The Vice-Chair shall be a worksite contact.



Local 002

JOB DESCRIPTION - Treasurer

The Treasurer shall:

- Be the Financial Officer of the component and shall chair the Finance Sub-Committee;
- Have custody of all financial and accounting documents and shall be responsible for all accounting and financial records of the component;
- Liaise with AUPE Finance and HQ on financial related matters;
- Prepare and present to each Council meeting a current financial statement;
- Prepare and have audited an annual financial statement of the affairs of the component;
- With the assistance of the Local 002 finance committee, prepare an annual budget for presentation to the component;
- Be a worksite contact;
- Process member expense claims received;
- Record all financial transactions of the Local using appropriate computer software;
- Attend the joint Treasurer and Chair training as required, as well as other applicable training;
- Report to Local council a highlight/summary of all audit reports; and
- Approve the TOR's for the local Chair and in the Chairs' absence.



Local 002

JOB DESCRIPTION - Secretary

- The Secretary shall be the Administrative Officer of the Local;
- The Secretary shall have charge of and conduct routine correspondence on behalf of the component, and shall ensure that accurate minutes are kept of all meetings of the Council and Executive;
- The Secretary shall have custody of all books, minutes and records, and shall notify the Union Headquarters within seven (7) days of becoming aware of any changes in the names and addresses of any member of the component Council;
- Correspond regularly with the Event Coordinator on updating the delegate's and Council member's list;
- Attend all executive meeting and council meetings when called;
- Communicate in writing to answer inquires and provide information when requested;
- Keep up-to-date lists of members which include: name, address, phone numbers, fax numbers and email addresses;
- Prepare agenda's for all meetings;
- Request reports from all chairs prior to all meetings and then send out with the agenda, reports and any other documents to all members one week prior to the meeting;
- Fulfill the duties associated with organization, notification and verification of Convention delegates, observers and guests, as assigned by AUPE HQ; and
- The Secretary shall be a worksite contact.



Local 002

JOB DESCRIPTION - Provincial Executive Rep Duties

Provincial Executive member shall:

- attend the meetings of the Provincial Executive of the Union;
- report in writing at least once a year, to the President and Provincial Executive, the concerns of their Local;
- report in writing at least three (3) times yearly to the members of the Local Council on the execution of their duties;
- attend the Union Convention as a delegate as of right;
- represent the interests of all members of the Union;
- present the concerns of their Local to the Provincial Executive;
- attend Local 002 Executive and Local 002 Council meetings;
- shall be a worksite contact; and
- keep local executive informed of issues arising from PE.