


Roles and Responsibilities of Local Union Officers

STEWARD	
<p>Candidates for steward must be a signed-up OPSEU member in good standing</p> <p>A steward is responsible for and to a small group of specifically identified members. Core responsibilities for these include:</p> <ul style="list-style-type: none"> • <u>Listen for and identify</u> members' diverse issues and carry these to the LEC/unit committee for decision • <u>Communicate</u> union information to members, including LEC decisions affecting members • <u>Bring together</u> diverse members to build solidarity and <u>seek support</u> for workplace actions authorized by LEC/unit • <u>Attend</u> LEC/unit committee meetings to participate in decision-making • <u>Do basic preparation and investigation</u> on grievances arising from members • <u>Represent</u> members in step 1 and other meetings with management. <p>Stewards may expand their core responsibilities to other areas including health and safety, bargaining, labour management committees, union counselling, building links outside the local, etc.</p>	<div style="text-align: center;">  </div> <p>Candidates for president, vice-president, secretary, treasurer, chief steward must be an elected steward</p> <p>Please note: Training is available for all positions within OPSEU and regional office staff are readily available for assistance.</p>

LOCAL PRESIDENT	VICE PRESIDENT
<ul style="list-style-type: none"> • Oversee healthy functioning of the LEC and the local • Keep the union visible and credible with employer(s) and in the workplace(s) • Represent the local to the rest of OPSEU, the labour movement and the community • Share leadership role with other LEC members • Encourage and mentor new and diverse leadership in all parts of the local • Work with the treasurer to maintain financial health of the local • Maintain and encourage communication between stewards, units, regional office and executive board members 	<ul style="list-style-type: none"> • Provide support to the local president and other LEC members • Actively share the workload of the LEC in carrying out local action plans and programs • Act on behalf of the local president if absent
SECRETARY	TREASURER
<ul style="list-style-type: none"> • Oversee the healthy day-to-day operations of the LEC and the local • Document decisions made by the LEC and the membership (minutes) • Send out information to the LEC and the membership (e.g. notices, memos and bulletins) • Maintain current information helpful to the LEC's programs (e.g. membership info, participation in education, union and community resources) 	<ul style="list-style-type: none"> • Responsible for all financial transactions of the local • Issue cheques and has signing authority • Keep financial records of the local • Ensure that trustees have financial information in order to complete trustee audit reports • Develop and present an annual budget to LEC and membership reflecting the local's program priorities for the year

CHIEF STEWARD	TRUSTEES
<ul style="list-style-type: none"> • Oversee, support and mentor other stewards to do their jobs well • Provide information, references and training to stewards, the LEC and members on representation issues • Identify, with stewards, common workplace issues to address with the employer or for bargaining • Keep records of grievances for use of the membership in dealing with the employer • Represent members through the higher levels of the grievance process 	<p style="text-align: center;"><u>TRUSTEES CANNOT HOLD ANY OTHER OFFICE IN ANY LOCAL*</u></p> <ul style="list-style-type: none"> • Ensure the integrity of the local's bookkeeping, by reviewing the local's financial records at least twice a year. • Report briefly, twice a year, to the membership that the trustee audit reports (TAR) for the local are complete <p>* Constitution, Article 29.6.1</p>