

## **Local executive – Roles and responsibilities**

Local officers are expected to attend all meetings, and work together to administer the local. The following provides an example of some of the responsibilities connected with each office:

### **Local chairperson:**

Works with other local officers to:

- a) recruit stewards and ensure OHS committee members are appointed;
- b) set up steward networks;
- c) ensure stewards are regularly confirming membership lists in worksites and providing orientation for new members;
- d) plan training opportunities with the staff representative for stewards, officers and other activists;
- e) plan member outreach projects;
- f) support strikes, and labour movement activities in their area;
- g) work with the secretary to plan meetings; approves agendas and chairs meetings;
- h) has signing authority for documents and any local account;
- i) represent the local on the component executive and reports out on component and BCGEU activities;
- j) ensure the local follows BCGEU policies, procedures, constitution and bylaws;
- k) ensure the local is represented at the cross component committee and local labour council;
- l) sit on the area grievance appeal committee, as required.

### **1<sup>st</sup> and 2<sup>nd</sup> vice-chairperson(s):**

Assists the local chairperson in performing the responsibilities outlined above, and:

- a) may be delegated to perform specific duties, like recruiting OHS committee members, or convening steward networking meeting or chairing local committees;
- b) substitutes for the local chairperson in their absence;
- c) if assigned, responsibility for OHS committees – should keep up-to-date lists of OHS committee members, and with the staff rep assess training needs, and whether committees are meeting regularly;
- d) if assigned, steward networking. The vice chairperson will work with staff rep to ensure meetings of stewards are regularly occurring, and plan training.

### **Treasurer**

- a) assists the local chairperson with responsibilities outlined above;
- b) in consultation with other local officers prepares an annual budget, project budgets and submits to the component treasurer;
- c) ensures the local adheres to BCGEU financial policies;
- d) monitors expenditures and reports on local or component finances as required;
- e) ensures expenditures like donations, good and welfare payments are “minuted” in local meetings.
- f) **If the local has its own account:**
  - 1. deposits funds, writes cheques and has signing authority, including for member expense claims;
  - 2. submits an audited statement annually to the BCGEU treasurer through the component treasurer;
  - 3. chairs the finance committee of the local.

### **Recording secretary**

- a) assists local chairperson with responsibilities outlined above;
- b) with the chair, sets meeting dates and develops agendas;
- c) is responsible for all meeting notices and minutes;
- d) reports all correspondence at local meetings; and maintains files;
- e) receives written reports of committees.

### **Members-at-large**

The number of members-at-large is set out in the local bylaws; and are:

- a) assigned to tasks, committees and projects as required by chair;
- b) may represent specific groups of members within a local and can bring their perspective to the local executive meetings.

### **Young Worker**

- a) liaises with other young workers in the local and brings their concerns/issues to the local;
- b) assists the local executive in identifying and mentoring young workers who could be recruited as stewards, OHS committee members, or participants in campaigns;
- c) identifies and promotes activities and education useful for young workers.