

Appendix A Duties and Responsibilities of the Local Executive

Local officers have a flexible range of duties and responsibilities. All local officers are expected to attend executive meetings and general membership meetings. Officers also maintain a communications network with local activists.

Chairperson: chairs general membership, local executive and other meetings; represents the local on the area cross-component committee (or assigns an alternate); represents the local on the component executive; **or designate will appoint OHS representatives as required by the *Workers Compensation Act* and the collective agreement.**

First vice chairperson: chairs general membership, local executive and other meetings in the absence or at the request of the chairperson; chairs committees as assigned by the local executive.

Second vice chairperson: chairs general membership, local executive and other meetings in the absence or at the request of the chairperson or 1st vice chairperson; chairs committees as assigned by the local executive.

Treasurer: authorizes local expenditures; maintains accounting of local expenses; liaises with component treasurer; makes financial report to local executive and general membership meetings; (makes arrangements for meetings with assistance of area office staff; issues meeting notices.)

Recorder: records minutes of general membership and local executive meetings; receives and records local correspondence; develops, with the local chairperson, meeting agendas.

Member(s)-at-large: assist the local chairperson and table officers with duties; may chair committees as assigned by the local executive.

Young worker representative: represents the interests of young workers on the local executive; liaises with young workers who are members of the local; assists the local chairperson and table officers with duties; may chair committees as assigned by the local executive.

Equity worker representative: represents the interests of equity workers on the local executive; liaises with equity workers who are members of the local and encourages participation in the BCGEU equity network; assists the local chairperson and table officers with duties; may chair committees as assigned by the local.

Approved by the local executive:	February 24, 2015
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Approved by provincial executive:	July 22 – 23, 2015

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revised: July 22 – 23, 2015 = 5(b)(j) elections; APP A
September 17th = 2014 convention
July 16 – 17 = provincial executive