

## **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, approve agendas and chair meetings;
- (h) has signing authority for documents and any local accounts;
- (i) represent the local on the component executive and report 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 OH&S committee members or convening a steward networking meeting or chairing local committees;

- (b) substitutes for the local chairperson in their absence;
- (c) if assigned, responsibility for OH&S committees – should keep up-to-date lists of OH&S committee members, and with the staff representative, assess training needs and whether committees are meeting regularly;
- (d) if assigned, steward networking. The vice-chairperson will work with the staff representative to ensure meetings of stewards are regularly occurring and plan training.

### **Treasurer**

Assists the local chairperson with responsibilities outlined above;

- (a) in consultation with other local officers prepares an annual budget, project budgets and submits to the component treasurer;
- (b) ensures the local adheres to BCGEU financial policies;
- (c) monitors expenditures and reports on local or component finances as required;
- (d) ensures expenditures like donations, good and welfare payments are "minuted" in local meetings.
- (e) **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**

Assists local chairperson with responsibilities outlined above;

- (a) with the chair, sets meeting dates and develops agendas;
- (b) is responsible for all meeting notices and minutes;
- (c) reports all correspondence at local meetings and maintains files;
- (d) 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 the chairperson;
- (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, OH&S committee members or participants in campaigns;
- (c) identifies and promotes activities and education useful for young workers.