Treasurer

Chief Shop Steward

-Establishes a Shop Stewards' network

-Co-ordinates the activities of Shop Stewards

-Reports at Local meetings on all Shop Steward activities

-Advises Shop Stewards and provides them with guidance and support in specific technical areas

-Holds monthly meetings with Shop Stewards to discuss and review cases

-Identifies training required by the Shop Stewards

-Applies the UNW grievance process and ensures that Shop Stewards do the same

-Ensures that both the employer and UNW members apply the collective agreement, arbitration awards, acts and regulations properly

-Works closely with UNW Service Officers

-Reviews quarterly service reports received from UNW offices

-Maintains confidentiality in all matters of the Union





Local Executive Officer Roles and Responsibilities



Union of Northern Workers Suite 400, 4910-53rd Street Yellowknife, NT X1A 1V2 Ph: (867) 873-5668 Fax: (867) 920-4448 Toll free: 1-877-906-4447

Email: hq@unw.ca Web: www.unw.ca

-Is accountable to the Local Executive for all accounts receivable and payable

-Prepares and submits financial reports at each Executive or general meeting

-Submits quarterly reports in a timely manner to the UNW offices

-Establishes and maintains bank accounts, including signing authority

-Maintains and keeps financial records, cheque books and ledgers

-Collects and deposits Local funds (e.g. dues rebates)

-Maintains confidentiality in all matters of the Union

-	RTERLY FINANC FOR LOCAL	IAL REPORT FOR! # X0000	м	
FOR THE	QUARTER ENDIN	G December 31. 200	04	
OPENING BALANCE FOR QU	ARTER (LINE (f) FROM	LAST REPORT)	\$	3.64 (
REVENUE				
(1) Dues Rebates from UNW	Amou			
	001 S 002 S	172.89		
	00 <u>7</u> s	15.39	s <u>zs</u> 4	66 0
(2) Other Revenue				
Brief statement of source	a Amou	nt		
Biogo	s	172.84		
Boardroom Rootal	s	66.38		
Total Cash on Hand and Receipts	(linea & b)		s 16	08.30
DISBURSEMENTS: Local Cheque Number Pavee				Amou
= 010 U+	ion Assistance Plan		s	30.00
	lanjin			30.00
	C Sabod			21.00 Vaidad
	ilat ifamild			40.00
	a Smith President			00.00
			s	
			s	
			\$	
	fCheques Written		s <u> </u>	71.00
if space provided is insufficient		Add Bank Charges	s	z.00
		Total Disbursements	s2)	3.00 (e
	Closing Polyn	e (line (c) minus (e))	s1.33	- 70
		ank balance at end of Quar		
Statement prepared by:		-		
Treasurer				
Date				
This report must be signed by three memb cheque register and bank statement, and th	ers of the local who do not hold at this report appears to accurat	union office. Their signature ind dy reflect the transactions	icates only that they rec	sived the
Member	Member	Member		

Local President

-Ensures that UNW By-Laws, Regulations and policies are adhered to

-Coordinates the proper and efficient administration of the Local's affairs through other officers

-Monitors and responds to Local Email account as well as Social Media Accounts for the Local

-Presides at all executive and membership meetings

-Participates in annual Local Presidents' meetings (LPAC)

-Explains the UNW grievance process to all Shop Stewards and ensures that they understand the process and follow it

-Ensures that Local funds are spent in a manner that supports and promotes the UNW and the union movement

-Ensures that other officers of the Local are active in performing their required duties

-Ensures that Local officers receive necessary training and resources to perform their duties efficiently

-Informs the Regional Vice President about their Local's affairs in a timely and appropriate manner

-Distributes all correspondence to the relevant Local officers

-Is the chief spokesperson for the Local in its dealings with the employer (other than individual grievances) and the UNW

-Maintains confidentiality in all matters of the Union

-Ensures that minimum numbers of executive & membership meetings are held, as well as Meetings for selecting Convention Delegates, Conference Delegate, Bargaining input and Proposals.

-Schedules & participates in annual Local strategic planning

Local Vice-President

-Performs the duties of the President in the absence or incapacitation of that officer and when delegated such duties by the Local President

-Automatically assumes the role of President in the event of the resignation of the President

-Conducts meetings on behalf of the President and assumes the chair in the event of the President vacating during meetings for any reason

-Co-ordinates, arranges and advertises union education within their Local and with the UNW education Coordinator (parlea@unw.ca)

-Ensures that all new UNW bargaining unit members are provided the opportunity to access a union orientation presentation

-Maintains confidentiality in all matters of the Union



Secretary

-Records the minutes of all membership and executive meetings

-Sends minutes of meetings to UNW offices within 14 days of the meeting

-Maintains a filing system for the Local

-Maintains a list of Rand deductees within the Local

-Coordinates the signing up of Rand deductees within the Local

-Ensures that new members' cards are sent to UNW offices

-Brings blank membership forms to local meetings and ensures a list with attendance and contact info for each member is completed

-Liaises with the Local President on all Local matters

-Is responsible for all communications, documents and reports emanating from or received by the Local

-Produces reports and records to the Regional Vice President on request

-Maintains confidentiality in all matters of the Union -In collaboration with the Treasurer, submits special projects funding requests, and reporting documents.

4th Floor North Star Building <u>www.unw.ca</u> www.facebook.com/groups/UNWNWT/