

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

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