

Local Treasurer

The Local Treasurer is accountable to the Local Executive for all Local accounts receivable and payable.

Duties include but are not limited to:

- Preparing and submitting financial reports at each Local Executive or general meeting
- Submitting quarterly reports in a timely manner to the UNW offices
- Establishing and maintaining Local bank accounts, including signing authority
- Maintaining and keeping Local financial records, chequebooks and ledgers
- Collecting and depositing Local funds (e.g. dues rebates)

Resources

Your union is here for you!

UNW Full Executive members and staff are available to answer questions, provide assistance, and support you in building your Local.

Call toll-free 1-877-906-4447 to reach UNW HQ and have your call directed to the appropriate person.

There is also a **Locals Portal** on the UNW website, where Local Executives can sign in to access general information, forms, templates, and more!

www.unw.ca/locals-portal

Contact the UNW Communications officer for your Local login info at pr@unw.ca



Chief Shop Steward

The Chief Shop Steward works closely with UNW Service Officers and is responsible for coordinating the activities of the Local's Shop Stewards.

Duties include but are not limited to:

- Establishing a Local Shop Stewards' Network
- Advising the Local's Shop Stewards and providing them with guidance and support
- Holding monthly meetings with Local Shop Stewards to discuss and review cases
- Identifying training required by Shop Stewards
- Applying the UNW grievance process and ensuring Local Shop Stewards do the same
- Enduring that both the Employer and the UNW apply the Collective Agreement, arbitration awards, Acts, and Regulations properly
- Reviewing quarterly service reports received from UNW offices
- Other tasks as assigned by the Local



Though they are not members of the Local Executive, Shop Stewards play an important role in every Local. They are your eyes and ears in the workplace and provide front-line assistance to members.

Get Involved



- Attend Local and Regional meetings
- Become a Shop Steward
- Participate in union activities

Stay Informed



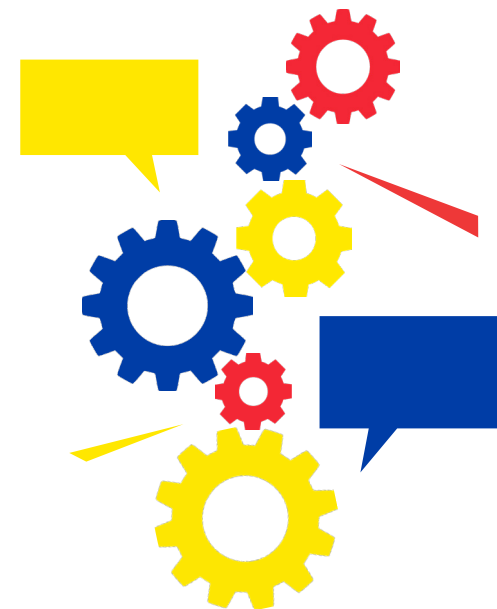
- Visit www.unw.ca
- Sign up for email updates
- Join the UNW Facebook Group



UNION OF NORTHERN WORKERS
Suite 400 - 4910 53rd Street
Yellowknife NT X1A 1V2
Toll Free: 1-877-906-4447 | email: hq@unw.ca



Local Executive Officers Roles & Responsibilities



Local President

The Local President is the chief spokesperson for the Local in its dealings with the employer (other than individual grievances) and the UNW.

They preside at all Local Executive and membership meetings, and participate in annual Local Presidents' meetings.

Duties include but are not limited to:

- Ensuring that UNW By-Laws, Regulations and policies are followed
- Coordinating the administration of the Local's affairs through other Officers
- Ensuring that other Officers of the Local are active in performing their required duties
- Ensuring that Local Officers receive necessary training and resources to perform their duties
- Distributing all correspondence to the relevant Local Officers
- Monitoring and responding to the Local email account and any social media accounts for the Local
- Explaining the UNW grievance process to all Shop Stewards and ensuring that they understand the process and follow it
- Ensuring that Local funds are spent in a manner that supports and promotes the UNW and the Labour Movement
- Informing the Regional Vice President about the Local's affairs in a timely and appropriate manner
- Ensuring that the required number of executive and membership meetings are held, including meetings for selecting Convention delegates, conference delegates, and bargaining input
- Scheduling and participating in their Local's annual strategic planning

Local Vice President

The Local Vice President performs the duties of the Local President in their absence or incapacitation, and when delegated such duties by the Local President.

Duties of the Local Vice President include but are not limited to:

- **Automatically assuming the role of Local President if the Local President resigns.**
- Conducting meetings or assuming the chair on behalf of the Local President if they are absent or need to leave a meeting for any reason
- Co-ordinating, arranging and advertising union education within their Local and with the UNW Education Coordinator
- Ensuring that all new UNW bargaining unit members are provided the opportunity to access a union orientation presentation



All Local Officers are responsible for maintaining confidentiality in all matters of the union.



Local Officers are elected from and by the members of their Local at a membership meeting. In some cases, these elections are run by a secret mail in ballot sent to the Local's membership.



To run for Local Office, a member of that Local must agree in writing to stand for office and be nominated by at least two members in good standing from that Local.

Local Secretary

The Local Secretary is responsible for all communications, documents, and reports coming from or received by the Local.

Duties include but are not limited to:

- Recording the minutes of all membership and Local Executive meetings, and ensuring a list with attendance and contact info for each member is completed
- Sending minutes of meetings to UNW offices within 14 days of the meeting
- Maintaining a filing system for the Local
- Maintaining a list of Rand deductees within the Local
- Coordinating the signing up of new members and Rand deductees within the Local
- Bringing blank membership forms to Local meetings
- Ensuring that completed membership forms are sent to UNW offices
- Liaising with the Local President on all Local matters
- Producing reports and records for the Regional Vice President on request
- In collaboration with the Treasurer, submitting special projects funding requests and reporting documents



Locals may elect a single member to fill the positions of Treasurer and Secretary.

Secretary-Treasurers are responsible for the combined duties required of each position.

