

## **CUPE 3906 Executive Portfolio Overview**

### President

The president is the figurehead of the local. S/he is responsible for overseeing the general operations of the local, including communications with the employer, our national representative, and supervision of the staff. The president also chairs all the general meetings of the local including all general membership meetings, special general membership meetings, annual membership meetings, and executive meetings. The president should also be the representative of the local at conferences and conventions of CUPE national and its divisional bodies.

### Vice President

The vice president is responsible for portfolio reviews with each new executive member, exit interviews, and helping other executive officers with their portfolios. S/he will be responsible for taking over the duties of the president should the president be unable to perform her/his duties (either in the short or long term). The vice president should be aware and up to date on the operations of the local.

### Vice President External

The vice president external is responsible for communications and representation of the local in bodies outside of CUPE. Typically this entails organization and attendance at rallies, marches, and meetings of labour bodies outside of CUPE National and its divisional bodies (such as Hamilton district labour council, Ontario federation of labour, Canadian federation of students, CUPE council, all unions committee) .

### Secretary Treasurer

The secretary treasurer is responsible for the finances of the local. The duties include writing all checks the local issues (including bills, payment for staff and executive members, payment of dues for labour bodies the local is affiliated with), keeping and balancing the budget, and preparing/proposing the budget for new budget years. S/he is also responsible for advising the executive committee and the general membership on expenses the local wishes to make.

### Recording Secretary

The recording secretary is responsible for creating agendas for general membership meetings, special general membership meetings, and executive committee meetings. S/he is also responsible for taking minutes at the previously mentioned meetings as well as the labour management committee meetings, and all unions meetings. S/he is also responsible for the scheduling of executive meetings.

### Chief Steward U1

The chief steward U1 is responsible for the creation and maintenance of the steward's council for unit 1 members (TAs and RAs in lieu), and responsible for having regular meetings with said council. S/he is also responsible for the organization and execution of the local's presence at TA day (both in September and January). S/he is also responsible for close communication/collaboration with the chief stewards of the other units, and the grievance officer. The chief steward U1 will make sure that the interests of U1 are represented at the executive level. S/he must be a member of U1 to hold this position.

### Chief Steward U2

The chief steward U2 is responsible for the creation and maintenance of the steward's council for unit 2 members (Sessional faculty and sessional music faculty). S/he is ideally will represent the local at all conferences of the Canadian Association of University Teachers. S/he is also responsible for close communication/collaboration with the chief stewards of the other units, and the grievance officer. The chief steward U2 will make sure that the interests of U2 are represented at the executive level. S/he must be a member of U2 to hold this position.

### Chief Steward U3

The chief steward U3 is responsible for the creation and maintenance of the steward's council for unit 3 members (Post-Doctoral Fellows). S/he is also responsible for close communication/collaboration with the chief stewards of the other units, and the grievance officer. The chief steward U3 will make sure that the interests of U3 are represented at the executive level. S/he must be a member of U3 to hold this position.

### Grievance Officer

The grievance officer is responsible for overseeing the grievance committee, and for handling the grievances of the local. S/he will always work closely with the staff representatives of the local to learn how to file grievances, represent members in grievances, discuss grievances with the employer, and attend arbitrations.

### Benefits and Advocacy Officer

The benefits officer is responsible for the administration of the benefits of the local. S/he will be responsible for negotiating dental premiums, filing benefits claims with Prosure, and overseeing the benefits committee (who adjudicate professional development claims and hardship claims). S/he will also be responsible for answering benefits inquires of members.

### Health and Safety Officer

The health and safety officer is responsible for representing the local at the Joint/Central Health and Safety Committee of McMaster University. S/he is also responsible for maintaining the joint health and safety committee of the local, including making sure that the local is represented in all areas of the University where our members are working. S/he will also be responsible for reporting health and safety issues back to the executive committee and the general membership.

### Postings Officer

The postings officer is responsible for receiving all postings from the departments/schools across campus to make sure that they are compliant with the requirements set out in all 3 collective agreements. S/he will work with the staff representatives to communicate any irregularities on postings forms to the employer, for maintaining an orderly filing system for all postings, and for posting all postings on the local's website.

### Equity Officer

The equity officer is responsible for the creation and maintenance of the equity action committee. S/he is responsible for representing the needs of equity seeking groups at the executive committee. S/he is also responsible for organizing the anti-oppression training for the

executive committee each year, and for representing the local at CUPE Ontario's human rights conference (occurs every other year). The equity officer must be a member of an equity seeking group (see appendix B of the local's by-laws).

#### Communications Officer

The communications officer is responsible for the local's magazine, The Ally. S/he will be responsible for the creation and maintenance of the communications committee, who will work on writing/commissioning articles/stories for The Ally. S/he will also be responsible for working with the staff representatives for the maintenance of the local's website and facebook page.

#### International Officer

The international officer is responsible for representing the interests of international (or non-Canadian) members of the local from all 3 units at the executive level. The international officer must be an international member.

#### Undergraduate Officer

The undergraduate officer is responsible for representing the interests of undergraduate members (TAs) at the executive level. S/he must be an undergraduate student.