



BURNABY CIVIC EMPLOYEES' UNION CUPE LOCAL 23

#114 – 4940 Canada Way, Burnaby, BC V5G 4K6 Phone: 604-298-0200 Email: admin@cupe23.ca

Duties of Table Officers

Duties of President

The President is a fulltime officer of the union whose rate of pay is outlined in Inside Collective Agreement.

The President shall:

- a) Preside at all General and Executive Board meetings of the Local Union;
- b) Sign all orders on the Treasury as directed by the membership
- c) Appoint all committees not otherwise ordered;
- d) Transact any other such business consistent with the authorities of office as may be necessary for the proper functioning of the Local Union.

Duties of the Secretary

Will be provided with a per diem of \$300 per month and 1 union paid book off day per month to perform duties.

The Secretary shall:

- a) Keep a correct, full and impartial record of the proceedings of each meeting of the General Membership, Divisional Membership and Executive Board;
- b) Receive the minutes of each committee meetings and make these available to the membership;
- c) Be responsible for the presentation of all motions by each Division that must also be considered by any other Division;
- d) Be responsible for presenting to General Membership and Divisional Membership meetings all motions arising from the Executive Board;
- e) Perform such duties as the Local Union or Constitution may direct.

Duties of the Treasurer

Provided with per diem of \$300 per month and 1 union paid book off day per week to attend office to perform duties.

The Treasurer shall:

- a) Keep all financial accounts of the Local Union;
- b) Maintain correct and proper records of the membership;
- c) Receive all initiation fees, dues and assessments from members and shall deposit same in the name of the Burnaby Civic Employees' Union, CUPE Local 23, in such a bank as the Executive Board may direct;
- d) Present to the membership at least as often as the April Annual General Membership Meeting, or more frequently as directed by the Trustees, a complete financial statement of the Local Union's expenditures, assets and liabilities;
- e) Perform such duties as the Local Union or Constitution may direct.

Duties of All Vice-Presidents Outside, Inside, Foremen and Library Chairs

Provided with per diem of \$200 per month, book off time as required.

The First, Second, Third and Fourth Vice-Presidents shall:

- a) Preside at all meetings of their respective Divisions;
- b) Each shall appoint all committees not otherwise ordered;
- c) Transact such other business as may pertain to their office and which may be necessary for the proper functioning of their Division.

Duties of the 1st Vice-Chairperson

Provided with per diem of \$150 per month.

The First Vice-Chairpersons shall:

- a) Act as the Chief Shop Stewards of their Divisions
- b) Keep the Chairpersons fully informed of all matters in which they are involved.

Duties of the 2nd Vice-Chairperson

Provided with per diem of \$125 per month.

The Second Vice-Chairpersons shall:

- a) Perform the duties of the Vice-Chairpersons in the absence of that Officer;
- b) In the case of the resignation or death of the Vice-Chairperson, until such vacancy is filled as provided in this Constitution.
- c) Assist the other Divisional Officers as necessary, including grievance handling and attending meetings as required.
- d) Shall ensure that Shop Stewards inform new employees of their responsibilities for initiation and application fees.

Duties of Precarious Worker's Representatives

Provided with per diem of \$125 per month.

The Precarious Worker's representatives shall:

- a) Keep the Chairperson of their respective Division informed of all matters in which they are involved.
- b) Assist the other Divisional Officers of their respective Divisions as necessary, including grievance handling and attending meetings as required.

All Executive Board members will be required to attend monthly Executive Board and General membership meetings, training and member meetings as assigned. Meeting calendar attached. Union emails will be provided for conducting union business and all executive material and member information is to remain confidential.

Duties of the Trustees

Provided with Union per diem of \$125 per month.

The Trustees shall:

- a) Audit the books of the Treasurer per the provisions of the Financial Policy Manual;
- b) Exercise general supervision over the property of this Local Union including an annual inventory audit per the provisions of the Financial Policy Manual;
- c) Examine the books and records of the Treasurer at least quarterly, and shall report to the next regular membership meetings following the end of each quarter on:
 - the condition of the funds and accounts
 - the number of members in good standing
 - the members initiated, expelled or suspended, admitted or withdrawn
 - such other information as they may deem necessary for the efficient and honest administration of this Local Union.
- d) It is the role of the Trustees to make recommendations to the Executive Board but, at their discretion, the Trustees may make recommendations directly to the membership.

Table Officers are provided a Union Cellphone and Laptop as necessary.

Please see Union Constitution and By-Laws for more information about Officer Duties.