Local executive – Roles and responsibilities

Local officers are expected to attend all meetings, and work together to administer the local. The following provides an example of some of the responsibilities connected with each office:

Local chairperson:

Works with other local officers to:

(a) recruit stewards and ensure OHS committee members are appointed;

(b) set up steward networks;

(c) ensure stewards are regularly confirming membership lists in worksites and providing orientation for new members;

(d) plan training opportunities with the staff representative for stewards, officers and other activists;

(e) plan member outreach projects;

(f) support strikes, and labour movement activities in their area;

(g) work with the secretary to plan meetings; approves agendas and chairs meetings;

(h) has signing authority for documents and any local account;

(i) represent the local on the component executive and reports out on component and BCGEU activities;

(j) ensure the local follows BCGEU policies, procedures, constitution and bylaws;

(k) ensure the local is represented at the cross component committee and local labour council;

(l) sit on the area grievance appeal committee, as required.

1st and 2nd vice-chairperson(s):

Assists the local chairperson in performing the responsibilities outlined above, and:

(a) may be delegated to perform specific duties, like recruiting OHS committee members, or convening steward networking meetings or chairing local committees;

(b) substitutes for the local chairperson in their absence;

(c) if assigned, responsibility for OHS committees – should keep up-to-date lists of OHS committee members, and with the staff representative assess training needs, and whether committees are meeting regularly;

(d) if assigned, steward networking. The vice chairperson will work with staff representative to ensure meetings of stewards are regularly occurring, and plan training.

Treasurer:

(a) assists the local chairperson with responsibilities outlined above;

(b) in consultation with other local officers prepares an annual budget, project budgets and submits to the component treasurer;

(c) ensures the local adheres to BCGEU financial policies;

(d) monitors expenditures and reports on local or component finances as required;

(e) ensures expenditures like donations, good and welfare payments are "minuted" in local meetings.

(f) **If the local has its own account:**

1. deposits funds, writes cheques and has signing authority, including for member expense claims;
2. submits an audited statement annually to the BCGEU treasurer through the component treasurer;
3. chairs the finance committee of the local.

Recording secretary:

(a) assists local chairperson with responsibilities outlined above;

(b) with the chair, sets meeting dates and develops agendas;

(c) is responsible for all meeting notices and minutes;

(d) reports all correspondence at local meetings; and maintains files;

(e) receives written reports of committees.

Members-at-large:

The number of members-at-large is set out in the local bylaws; and are:

(a) assigned to tasks, committees and projects as required by chair;

(b) may represent specific groups of members within a local and can bring their perspective to the local executive meetings.

Young Worker:

(a) liaises with other young workers in the local and brings their concerns/issues to the local;

(b) assists the local executive in identifying and mentoring young workers who could be recruited as stewards, OHS committee members, or participants in campaigns;

(c) identifies and promotes activities and education useful for young workers.