

# PLEASE POST

## Job Descriptions for Local and Bargaining Unit Positions

### Local Coordinator

- Chair executive meetings
- Chair Local meetings
- Acts as voting delegate for the Chartered Local Association at the Biennial Convention or any other provincial meetings of the Union;

### Secretary-Treasurer

- Keeps record of all meetings of the Local and of the Local Executive Committee
- Be responsible for correspondence of the Local
- In conjunction with Treasurer, be responsible for keeping membership lists
- Responsible for the safekeeping of the monies of the Local and keep a record of all financial transactions
- Make financial reports at the Local Annual meeting and at all Executive meetings, and provide monthly financial summaries to the Local Executive

### Local Elections Committee

- In conjunction with the Local Executive, sets date, time and place for all elections
- Receive and review all nomination forms for entitlement status
- Prepare the ticket of nominations
- Oversees the running of the election, including appointing scrutineers.

### Bargaining Unit President

- Provides leadership to the members of the Bargaining Unit
- Communication link between the Board of Directors, Local Executive and bargaining unit members
- Represents the bargaining unit on the Local Executive Committee
- Chair of Negotiations and Hospital-Association Committees

### The Vice-President(s)

- Shall carry out duties as delegated by the Local Coordinator and executive committee to service specific portfolios within the Bargaining Unit.

### Unit Reps

- First contact for members of the Bargaining Unit when they have issues
- Major link between the Executive committee and the membership
- Be aware of the collective agreement and other rights under Labour Law
- Attend Reps meetings twice a year
- Complete e-scans when requested to keep executive advised of issues