

Local 237 Job Descriptions



Local 237
Conestoga College Faculty

February 2023 Draft Document

PRESIDENT:**Term of Office:**

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the Vice-President.

Responsible for:

- Governing Local 237
- Maintaining the overall integrity of the Collective Agreement.
- Adhering to all legal matters pertaining to Local 237.
- Abiding by the bylaws.
- Maintaining open communications with the Membership.
- Chairing the General Meetings and LEC Meetings.
- Attending grievance meetings and arbitration hearings as needed.
- Attending disciplinary and back-to-work meetings as needed.
- Presenting awards on behalf of Local 237.
- Endorsing cheques (2 of 4 signatures required).
- Reviewing and responding to Letterbox237 and College 237 email.
- Consulting with Region 2 OPSEU Representative as needed.
- Primary signature with Treasurer except when away or signing own cheques.
- Orientation and training of officers and stewards.

Accountable to:

- The membership of Local 237, Officers, and Stewards
- The Collective Agreement
- OPSEU/SEFPO
- Applicable legislative Acts

Committees:

- Co-chairing Union College Committee (UCC), Employment Stability Committee (ESC)
- Co-chairing WMG Committee (or assigned or elected designate)
- Ex-officio to all ad-hoc committees, sub committees, etc. with voting rights
- Attends Board of Governors (BOG) meetings when necessary
- Attends Convention, Divisional meetings, and other meetings on behalf of Local 237
- Represents Local 237 on OPSEU/SEFPO Provincial union committees (e. g. DIVEX)
- Member of the CAAT-A President's Group

Recommended Training

- OPSEU/SEFPO Local President's Course
- OPSEU/SEFPO Stewards 1 & 2
- OPSEU/SEFPO Grievances 1 & 2

VICE-PRESIDENT:**Term of Office:**

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the President.

Responsible for:

- Performing all the presidential functions during the absence of the President, and accepts and exercises such other duties and powers as may be designated by the LEC or the President.
- Attending all functions (including all regional meetings and Conventions) of the Union, in place of the President when the President cannot attend.
- Orienting new members to the Union and Union Local.
- Recruiting signed members to the Union.
- Maintaining the Conestoga and private email lists for members by verifying both lists with the Union Dues List on a semester basis, and the Article 3.03 list.
- Reviewing the 27.12 Reports with the President.
- Sending updated membership lists to the Secretary/Admin officer.
- Presenting a Membership Report in January and September of every academic year.
- Informing the OPSEU Region Two office of updated Local membership.
- Attending grievance meetings and arbitration hearings as needed.
- Attending disciplinary and back-to-work meetings as needed.
- Ensuring that the lists of all LEC members and all members of the Local Standing Committees are readily available to the Membership upon request.
- Endorsing cheques (2 of 4 signatures required).

Accountable to:

- The members of Local 237
- The President and Local Executive Committee
- OPSEU/SEFPO

Committees:

- As elected, or assigned by the President.
- Attends Board of Governors (BOG) as assigned.

Recommended Training

- OPSEU/SEFPO Stewards 1 & 2
- OPSEU/SEFPO Grievances 1 & 2

CHIEF STEWARD:**Term of Office:**

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the President.

Responsible for:

- Performing all the presidential functions during the absence of the President and Vice President and will accept and exercise such other duties and powers as may be designated by the LEC or the President.
- Attending all functions (including all regional meetings and Conventions) of the Union, in place of the President when neither the President nor Vice President can attend.
- Adhering to the Collective Agreement.
- Maintaining a cataloged file of all SWF'S for the current academic year.
- Scrutinizing all SWF'S for
 - adhering to the Collective Agreement
 - resolving SWF disputes
 - informing all overtime claimants of their rights and due process
- Processing all grievances in conjunction with the President / Stewards.
- Advising the stewards on dispute resolution mechanisms.
- Maintaining awareness of, and informing the executive on all pertinent provincial changes to legislation and precedent-setting grievance and arbitration awards that could affect the membership
- Reviewing and responding to email in the college Local 237 email account
- Endorsing cheques (2 of 4 signatures required).

Accountable to:

- The membership of Local 237
- The President and Local Executive Committee
- Applicable legislative acts
- OPSEU/SEFPO

Committees:

- As elected, or assigned by the President.
- Attends Board of Governors (BOG) as assigned.
- CAAT-A Chief Stewards' groups

Recommended Training

- OPSEU/SEFPO Stewards 1 & 2
- OPSEU/SEFPO Grievances 1 & 2

TREASURER:**Term of Office:**

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the President.

Responsible for:

- Administration of the assets of Local 237.
- Administration of investments as directed by the Local Executive Committee or decided at a General Meeting.
- Advising the Local Executive Committee of any discrepancies.
- Scrutinizing expense claims for compliance with OPSEU and Local 237 bylaws.
- Generating and endorsing cheques (2 of 4 signatures required).
- Primary signature with President except when signing own cheques.
- Using and recording e-transfers when required or appropriate.
- Preparing and presenting written financial reports on annual budget projections.
- Presenting financial statements at Monthly LEC meetings, General Meetings.
- Expediting all cheques, reports, etc. on a monthly basis.
- Supplying information and materials to selected internal auditors.
- Sending the final audit (TAR) to OPSEU office upon receipt.

Accountable to:

- The members of Local 237
- The President and Local Executive Committee
- Elected Trustees
- OPSEU/SEFPO

Committees:

- As elected, or assigned by the President.
- Attends Board of Governors (BOG) as assigned.

Recommended Training

- OPSEU/SEFPO Stewards 1 & 2
- OPSEU/SEFPO Treasurers' Course

COMMUNITY ENGAGEMENT OFFICER

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the President.

Responsible for:

- Overseeing initiatives to include Black, Indigenous and Racialized members in union participation.
- Overseeing issues surrounding Diversity, Equity, and Inclusion.
- Connecting with internal and external groups, including Local 238, CSI, OPSEU/SEFPO special interest groups, Waterloo Region Labour Council, and other unions and groups as needed.
- Planning and logistics for all in-person events.
- Planning the annual picnic with local 238.
- Organizing and planning the annual recognition lunch and recognition dinner.
- Sending greetings/recognitions/condolences to the membership.
- Inviting retirees to join the OPSEU retirees' group.
- Preparing invitations and ordering Awards of Recognition.

Accountable to:

- The members of Local 237
- The President and Local Executive Committee
- OPSEU/SEFPO

Committees

- As elected, or assigned by the President.
- Attends Communication Committee when needed.
- Attends Board of Governors (BOG) as assigned.

Recommended Training

- OPSEU/SEFPO Stewards 1 & 2
- OPSEU/SEFPO Dismantling Anti-Black Racism (DABR)
- OPSEU/SEFPO The Indigenous Journey: Walking Together: Part One
- OPSEU/SEFPO Duty to Accommodate – A Tool for Inclusive Workplaces

SECRETARY/ADMINISTRATIVE OFFICER:**Term of Office:**

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the President and Administrative Support Services (contracted by local).

Responsible for:

- Preparing Agendas in consultation with the President.
- Preparing Notice of Meetings, minutes, summaries of minutes, notices etc. for distribution via web site, e-mail, and /or print, etc.
- Recording, maintaining, and circulating the minutes for General Meetings and Local Executive Committee meetings.
- Maintaining attendance files for Local Executive meetings, GMMs, and others assigned by the President.
- Maintaining current list of LEC members and their contact information.
- Maintaining LEC and GMM meeting folders on the Letterbox google drive.
- Collecting and distributing the LEC Steward Reports.
- Coordinating with and reviewing admin support services as contracted by the local.
- Reviewing and responding to email in the Local 237 mailbox or forwarding pertinent email to the appropriate officer.
- Organizing the election process.

Accountable to:

- The membership of Local 237
- The President and Local Executive Committee
- OPSEU/SEFPO

Committees:

- As elected, or assigned by the President.
- Attends Board of Governors (BOG) as assigned.

Recommended Training

- OPSEU/SEFPO Stewards 1 & 2

COMMUNICATIONS OFFICER

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. The President may appoint the successor if within 90 days of the end of term; if incapacitated, the duties will rest with the President and Community Engagement Officer.

Responsible for:

- Assisting the president, officers, and LEC in creating and distributing information to the Local members and the public
- Creating and distributing *Union Matters* newsletter, as needed (writes content, edits contributions, designs layout, adds visuals or photographs)
- Maintaining Local 237 social media accounts
- Photographing union events and maintaining copy-ready images of Local 237 logo
- Obtaining information from OPSEU, DivEx, and the Bargaining Team and distributing it (via email & social media) to the members of Local 237
- Maintaining and / or delegating responsibility for Local 237's website.
- Chairing the Communications Committee (as needed)
- Working with webmaster to ensure information is accurate and up-to-date.
- Working with the secretary to keep mailing accounts up-to-date.
- Maintaining a contact list for local media; issuing media releases when required.

Accountable to:

- The members of Local 237
- The President and Local Executive Committee

Committees:

- Communications Committee (as needed)
- CAAT-A Communications Group
- As elected, or assigned by the President.
- Attends Board of Governors (BOG) as assigned.

Recommended Training

- OPSEU/SEFPO Stewards 1 & 2

HEALTH AND SAFETY COORDINATOR:

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. If the position is vacated within 90 days of end of term, or if incapacitated, the duties rest with the President.

Mandate:

- Provides leadership and consultive expertise on OH&S to the LEC regarding important health and safety issues that affect the members, as required under the OH&S Act
- Is a non-voting member of the LEC

Responsibilities:

- Communicating and educating the membership about health and safety.
- Preparing a written report for LEC and General Meetings
- Recruiting, vetting, and nominating members for the Joint Occupational Health and Safety Committees (JOHSC)

Accountable to:

- The membership of Local 237
- The President and Local Executive Committee
- OPSEU
- Applicable Legislation

Committees:

- Joint Occupational Health & Safety Committee (JOHSC)

Recommended Training

- Certification under the Joint Occupational Health and Safety Act
- OPSEU/SEFPO Mental Health: Challenging the Stigma in the Workplace

TRUSTEES:**Number of Positions:**

- Two, plus an elected alternate

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Replacement during the Term of Office: To be elected at a General Meeting. The terms may be varied to provide subsequently for overlapping terms.
- **Note that a current steward or officer cannot be a Trustee.**

Responsible for:

- Examining all books, records, property of Local 237 on a semi-annual basis.
- Filing audited reports to OPSEU/SEFPO on a semi-annual basis.
- Reporting audited results to the next General Meeting.

Accountable to:

- The membership of Local 237
- OPSEU/SEFPO

Committees:

- May not hold any other office in the local (Article 29.6.1 of the OPSEU Constitution)

STEWARDS

Term of Office:

- Two-year term, Elected in Spring Term (May), Effective September 1.
- Vacancies during the Term of Office: To be elected at a General Members meeting or LEC meeting.

Responsibilities:

- representing members in a working area
- attending monthly LEC meetings
- attending General Membership Meetings
- filling out a monthly Steward report
- listening to members' concerns and advising members on grievances, with the support of the President and Chief Steward
- supporting members in grievances, disciplinary meetings, and other events as required
- carrying the group's issues to the LEC
- communicating LEC decisions to the group
- enlisting support of members of the group in workplace actions and Union campaigns and to prepare and investigate grievances from the group.

Stewards' Rights (Article 8, OPSEU/SEFPO Constitution 2022):

- the right of access to LEC meetings
- the right to be informed of the status and disposition of grievances from their group.
- the right to high quality education and training necessary to effectively exercise all their responsibilities.

Accountable to:

- Members of the jurisdiction they represent.
- The membership of Local 237
- The President and Local Executive Council
- OPSEU/SEFPO

Recommended Training

- OPSEU/SEFPO Stewards 1
- OPSEU/SEFPO Stewards 2