

SECTION 8 – DUTIES OF OFFICERS

EXECUTIVE COMMITTEE: 9 Members

President, Vice-President, Recording Secretary, Secretary-Treasurer

Chief Stewards: Custodial, Maintenance, Office/Clerical, Technical and Educational Assistants

President	Vice-President	Recording Secretary	Secretary-Treasurer
Spokesperson for all matters pertaining to the Local and Bargaining Units	Perform all duties of the President if the office of President falls vacant	Keep full, accurate account of all General, Special and Executive Committee Meetings	Receive all dues
Enforce CUPE Constitution and By-Laws	Present the Executive Committee Report to the Membership	Prepare and distribute copies of minutes to 997 Communicators and Exec.	Promptly deposit all monies and process all accounts payable
Chair of Negotiations Committee	Ex-officio member of all CUPE Local 997 Committees	Prepare and distribute other material as required	Prepare and remit per capita to CUPE National and Ontario
Chair of Grievance Committee and speak to all grievances for all Units		File a copy of all letters sent out and keep on file all communications	Have open all books for Audits
Ex-officio member of all CUPE Local 997 Committees			
Chair Executive, General and Special Meetings – decide all points of order and procedure (subject always to appeal by Members)			
Have a vote on all matters (except appeals against his rulings), in case of a tie right to cast additional vote			
Fill Committee vacancies where elections are not provided for			
Call Special Meetings when requested by Executive Committee or by 10 members in writing.			

CHIEF STEWARDS

Custodial - Maintenance – Office/Clerical - Technical - Educational Assistant

Contact person for Members with work place problems, concerns or Grievances

Assist the President with investigating Grievances

Attend Labour/Management meetings as required

Member of Negotiations Committee

OFFICERS: Executive Committee, Warden-Conductor, and 3 Trustees (Trustee positions are per the CUPE Constitution)

Warden-Conductor	3 Year Trustee
Admit only CUPE Local 997 Members to meetings	Auditing Committee (twice annually)
Ensure proper attendance is taken at meetings	Present recommendations to Executive Committee and report to Members
Perform other duties as may be assigned	Prepare and forward CUPE National Annual Report

