

Roles and Responsibilities of Local Union Officers

STEWARD

Candidates for steward must be a signed-up OPSEU member in good standing

A steward is responsible for and to a small group of specifically identified members. Core responsibilities for these include:

- Listen for and identify members' diverse issues and carry these to the LEC/unit committee for decision
- Communicate union information to members, including LEC decisions affecting members
- Bring together diverse members to build solidarity and seek support for workplace actions authorized by LEC/unit
- Attend LEC/unit committee meetings to participate in decision-making
- Do basic preparation and investigation on grievances arising from members
- Represent members in step 1 and other meetings with management.

Stewards may expand their core responsibilities to other areas including health and safety, bargaining, labour management committees, union counselling, building links outside the local, etc.

Candidates for president, vice-president, secretary, treasurer, chief steward must be an elected steward

Please note: Training is available for all positions within OPSEU and regional office staff are readily available for assistance.

LOCAL PRESIDENT	VICE PRESIDENT
<ul style="list-style-type: none"> • Oversee healthy functioning of the LEC and the local • Keep the union visible and credible with employer(s) and in the workplace(s) • Represent the local to the rest of OPSEU, the labour movement and the community • Share leadership role with other LEC members • Encourage and mentor new and diverse leadership in all parts of the local • Work with the treasurer to maintain financial health of the local • Maintain and encourage communication between stewards, units, regional office and executive board members 	<ul style="list-style-type: none"> • Provide support to the local president and other LEC members • Actively share the workload of the LEC in carrying out local action plans and programs • Act on behalf of the local president if absent
SECRETARY	TREASURER
<ul style="list-style-type: none"> • Oversee the healthy day-to-day operations of the LEC and the local • Document decisions made by the LEC and the membership (minutes) • Send out information to the LEC and the membership (e.g. notices, memos and bulletins) • Maintain current information helpful to the LEC's programs (e.g. membership info, participation in education, union and community resource) 	<ul style="list-style-type: none"> • Responsible for all financial transactions of the local • Issue cheques and has signing authority • Keep financial records of the local • Ensure that trustees have financial information in order to complete trustee audit reports • Develop and present an annual budget to LEC and membership reflecting the local's program priorities for the year

CHIEF STEWARD	TRUSTEES
<ul style="list-style-type: none">• Oversee, support and mentor other stewards to do their jobs well• Provide information, references and training to stewards, the LEC and members on representation issues• Identify, with stewards, common workplace issues to address with the employer or for bargaining• Keep records of grievances for use of the membership in dealing with the employer• Represent members through the higher levels of the grievance process	<p><u>TRUSTEES CANNOT HOLD ANY OTHER OFFICE IN ANY LOCAL*</u></p> <ul style="list-style-type: none">• Ensure the integrity of the local's bookkeeping, by reviewing the local's financial records at least twice a year.• Report briefly, twice a year, to the membership that the trustee audit reports (TAR) for the local are complete <p>* Constitution, Article 29.6.1</p>