

Duties of President

- a) To Chair all meetings of the Local.
 - b) To have signing authority for the withdrawal of the funds of the Local.
 - c) To appoint, in consultation with the Executive Board, and be an ex-officio member of all Local standing committees.
 - d) To enforce the National Constitution, Local By-Laws and all union rules and regulations.
 - e) To represent the Local in all affairs necessary to efficiently serve the best interest of the Local.
 - f) To attend all National Conventions.
 - g) To distribute all correspondence addressed to the Local to the appropriate persons and keep on file all documents that are necessary for the accountability of the Local.
 - h) To forward all information from the National Union to the chairperson of each bargaining unit.
 - i) The President shall be entitled to vote on questions of membership and other matters voted on by secret ballot. As the Chairperson of the meeting, the President may cast only the deciding vote on all other matters.
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Duties of Vice-President

- a) To assist the President in the performance of presidential duties.
 - b) To act for the President in their absence
 - c) In the event of a vacancy, to immediately assume all responsibilities of that office until a successor has been elected.
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Duties of Treasurer

- a) To submit any reports and information to the National President as the National President may require.
- b) To collect all monies paid to the Local, including membership dues.
- c) To deposit same in the name of the Local in such bank or banks as the Executive Board may direct.
- d) To confirm legitimacy of expenditures regarding bargaining units.
- e) To countersign all cheques or other authorizations for the removal of funds of the Local.

- f) To keep true and accurate accounts of all transactions, clearly outlining separately each bargaining unit's cash and in-kind contributions and expenditures.
 - g) To present financial reports for each bargaining unit to their chairperson monthly.
 - h) To ensure monthly financial reports are available to the general membership.
 - i) To keep a record of the names and addresses of all members of the Local, and their status.
 - j) To submit a written report of the finances and the membership of the Local in such manner and at such times as the National President or National Secretary-Treasurer require.
 - k) To make all record keeping available for quarterly audits.
 - l) In the event of a strike, to keep separate accounting of all strike fund income and expenses and to distribute all strike pay.
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Duties of Recording-Secretary

- a) To record and distribute detailed minutes of Local Executive Board meetings, General meetings, and Special meetings. To ensure copies with respective agendas are received by the general membership.
 - b) To conduct all correspondence of the Local.
 - c) To have signing authority for the withdrawal of the funds of the Local.**
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Duties of Member At Large

- a) To attend Local meetings.
 - b) To allow any member in good standing, staff persons, National Officer and invited guests to enter the meetings.
 - c) Assists to maintain orderly conduct at all meetings.
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Duties of Unit Trustee

- a) To attend the Local and Unit meetings.
- b) To review and present the Local Treasurer's Financial report to the Unit.
- c) Participates in the quarterly audits of the financial records of the Local.