

Job Descriptions TRUOLFA Executive Positions

July 2009

President
Vice-President
Membership Secretary
Meeting Secretary
General Fund Treasurer
PD Fund Treasurer
Director
Chief Steward
Chief Bargainer
PD Fund Committee

The President

- Chairs all Executive meetings, General meetings, and Membership meetings.
- As the executive head (CEO), monitors and directs the other officers in the performance of their duties which are defined in the Bylaws and as directed by the Executive.
- Is a full member of all TRUOLFA committees and working groups
- Ensures issues are dealt with between Executive meetings including ongoing issues and new issues as they arise
- Is the TRUOLFA liaison with external groups such as FPSE (and associated groups), TRUFA, upper levels of Management, media and others

The Vice-President

- Assumes the duties of the President in the absence of the President
- Takes on tasks and duties as needed
- Is a full member of the Executive

The Membership Secretary

- Keeps current the names, addresses and email addresses of members
- Notes the members who do not use email, and mails all the correspondence to those members
- Sends an email newsletter to members about once a month, or as directed by the Executive. The newsletter includes generally relevant items as mentioned in Executive meetings or submitted by members who attend FPSE committee meetings, or are in response to members' questions. A draft of the proposed newsletter is sent to the members of the Executive first for comments and corrections

The Meeting Secretary

- Records and distributes the minutes of Executive meetings to members of the Executive within a week of the meeting so that action items can be noted and acted upon. Saves the

minutes to a disk after corrections are made and approval is given at the following meeting

- Records and distributes the minutes of general meetings to all members within a week of the meeting so that all members (even those who did not participate) can know what transpired. Redistributes those minutes prior to the next general meeting, especially if a time interval of several months has elapsed (e.g., from AGM to next AGM). Saves the minutes to a disk after corrections are made and approval is given at the following meeting
- Makes a timely announcement of general meetings to all members (after obtaining a current list of members from Membership Secretary) and responds to those participating by teleconference with a voting designation. Ensures a mailed message for those members who do not use email

The General Fund Treasurer

- Prepares and presents the annual budget
- Provides advice and background information to the Executive on financial matters
- Ensures bills, dues, etc. are paid and collected on time
- Ensures that cheques are properly signed
- Ensures that financial records are up-to-date
- Manages the current and investment accounts of the General Fund
- Notifies the Executive of any upcoming financial decisions
- Makes recommendations regarding any possible changes to financial policy
- Reviews bank and other financial statements
- Reviews the dues report from Management
- Reports any financial irregularities

The PD Treasurer

- See the PD Fund Committee below

Directors (4)

- Read all material in preparation of meetings
- Attend and engage in all meetings
- Are ready to put name forward for projects as they come up
- Put their names forward for FPSE committees, attend meetings of these committees, and submit a report to the TRUOLFA Executive
- Abide by the TRUOLFA Constitution and Bylaws, and respect Robert's Rules of Order
- Promote the interests of the Union and its members at all times and to all stakeholders
- Are fair and collegial in all matters relating to the Union and its members

The Chief Steward

- Chairs grievance committee meetings
- Coordinates activities of the stewards, including delegation of steward tasks
- Is the main liaison with the FPSE Staff Representative for grievances, unless delegated for specific grievances
- Is a member of the Labour-Management committee
- Addresses issues and provides/receives input as directed by the Executive and/or the President

The Chief Bargainer

- Coordinates a bargaining team that strives to meet all TRUOLFA objectives for the benefit of its members
- Is responsible for the bargaining process for all changes to the Collective Agreement
- Is responsible for finding out the bargaining objectives of the members by survey or other means
- Is responsible for communicating to members all pertinent aspects of the bargaining process

The Professional Development Fund Committee

Functions:

- Recommends to the Executive policy and criteria that oversee the disbursement of funds to applicants
- Adjudicates applications and approves reimbursement claims

Committee members and their duties:

TRU-OL representative

- Deliberates all applications

TRUOLFA representative

- Initial contact person
- Initiates deliberation process
- Previews all applications
- Informs applicants of Committee's decisions
- Co-ordinates all documentation
- Previews all claims

PD Fund Treasurer

- TRUOLFA representative
- Deliberates all applications
- Manages the Professional Development bank accounts
- Manages the investments of the fund
- Prepares financial reports
- Audits all claims
- Prepares reimbursement cheques