

Duties of Union Positions

President

The President is a full-time position within our Local Union. Working out of the Union Hall Office in Ingersoll.

Generally speaking, the hours of the President are from Monday to Friday on the day shift

The President will chair all meetings and enforce the bylaws of the Local Union and the constitution. The President will sign all requisitions for expenditures authorized by the Local Union and counter sign all cheques issued by the Financial Secretary.

The President will be an ex-officio member of all committees with the exception of the election committee.

The President will coordinate the efforts of the executive board and the membership to achieve the objectives of the Local Union and National Union.

The President will participate in each Unit negotiations and is a member of each Unit bargaining committee.

Vice President

The Vice President will assist the President.

If the President is absent or incapacitated the Vice President will perform the President's duties.

In the event of a strike at any of the Units the Vice President will chair the Unit Strike Committee and coordinate all activities.

Financial Secretary

The Financial Secretary is a full-time position within our local union. Working out of the Union Hall Office in Ingersoll.

Generally speaking, the hours of the Financial Secretary are from Monday to Friday on the day shift.

The Financial Secretary will write and sign all cheques.

The Financial Secretary will provide a monthly report of the finances of the Local Union to both the Executive Board and the General Membership.

The Financial Secretary will make available to each member a copy of the National Constitution and Local Union Bylaws.

The Financial Secretary is responsible for the operations and rental agreements of the Union Hall as directed by the Unifor Local 88 Building Corporation.

Recording Secretary

The Recording Secretary is a part time position within our Local Union. Currently the wages, benefits and pension of the Recording Secretary are paid by the Local Union.

Generally speaking, the hours of the Recording Secretary are Monday's 7am to 3pm. The week following the Executive Board and General Membership Meetings the Recording Secretary hours are Monday and Tuesday from 7am to 3pm.

The Recording Secretary will keep a correct record of the Local Union proceedings and sign all requisitions for funds that have been authorized by the Local Union.

The Recording Secretary will read all documents and handle correspondence that does not pertain directly to another officer's duties.

The Recording Secretary will file documents and correspondence for future reference.

The Recording Secretary will provide the meeting minutes of the Executive Board and the General Membership.

The Recording Secretary is responsible for all new and replacement union cards, the membership board and the mailing of material from the Local Union.

Sergeant-At-Arms

The Sergeant-at-Arms will introduce all visitors and assist the President in preserving order when called upon to do so.

In the event the office of the Financial Secretary is temporarily absent the Sergeant-at-Arms or the Guide shall assume that office for the period of the temporary absence. Preference will be given to the Sergeant-At-Arms.

The Sergeant-at-Arms will also assist with setting up chairs and tables for the General Membership Meetings.

Guide

The Guide will maintain order at meetings.

The Guide will ensure that the Bylaws of the Local Union and the Constitution are adhered to.

In the event the office of the Recording Secretary is temporarily absent the Guide or Sergeant-At-Arms shall assume that office for the period of the temporary absence. Preference will be given to the Guide.

Trustee (3)

The three (3) trustees will elect a chairperson that will provide reports to the executive board and the general membership.

The trustees will supervise all funds and property of the Local Union.

The trustees will perform an audit of the financial records quarterly two (2) days each audit. A report will be made to the Executive Board and the General Membership of each audit. This report will also be sent to the Secretary Treasurer of Unifor after the audit has been approved at the general membership meeting.

The Trustee's shall have no signing authority.

Youth Member at Large

The Youth Member at Large will help promote the Youth movement in the union.

Must be 35 years of age or younger.

The Youth Member at Large will be the liaison for the Youth Committee of Local 88 to the Local Executive Board.

The Youth Member at Large will promote activities in our workplaces and the communities we live in as well as programs from the National Union that pertain to the Youth movement in our Union

Black Indigenous and Worker of Colour

The BIWOC Member at Large will help promote the BIWOC movement in the union and will be the liaison for the BIWOC Committee of Local 88 to the Local Executive Board.

The BIWOC Member at Large will promote activities in our workplaces, the communities we live in, and programs from the National Union that pertain to the BIWOC movement in our union.

UNIT 1- GM CAMI Assembly

PLANT WIDE REPRESENTATIVES

Inplant Chairperson

Full time position

Co-ordinates all in-plant union activities and union representatives

Arranges and meets re: problems, grievances and joint activities for the plant and zones where necessary

Member of the Bargaining Team

Co-ordinator Committeeperson

Full time position

The Coordinator Committeeperson shall be a resource to the other committeepersons, the team members, and CAMI management in matters related to placement, formal problem solving process and overall administration of the Collective Agreement. The Coordinator shall serve on the Placement Committee. The Coordinator will assist team members and CAMI management in the resolution of issues and concerns of a broader plant-wide scope, promotion of a positive work environment, and harmonious industrial relations. The Coordinator will work with the company to make positive improvements in matters related to administration of the Agreement.

Skilled Trades Committeeperson

Full time position

Committeeperson handles all complaints, grievances, discipline and general discussions regarding members of the Skilled Trades.

NOTE: ONLY SKILLED TRADES ARE ELIGIBLE TO RUN FOR SKILLED TRADES POSITIONS

Skilled Trades Committeeperson Alternate

Part-time position.

Activated as required to stand in for Full Time Rep when they are not available.

NOTE: ONLY SKILLED TRADES ARE ELIGIBLE TO RUN FOR SKILLED TRADES POSITIONS

Skilled Trades Technical Training Coordinator

Development of Skilled Trades training as per Letter 31

NOTE: ONLY SKILLED TRADES ARE ELIGIBLE TO RUN FOR SKILLED TRADES POSITIONS

Inplant Committeepersons - North (A, B), Central (A, B) and South Zones (A, B & C)

Full time positions

Committeepersons must work in the Zone in which they stand for nomination

Only those members in good standing within the Zone may vote for their Committeeperson

Committeepersons handle all complaints, grievances, discipline and general discussions regarding their respective members and Zones

Committeepersons will rotate shifts with their respective constituents (this may require shift reassignments)

Committeepersons may not mutual to a single shift (i.e., afternoons)

Inplant Committeeperson Alternates - North (A, B), Central (A, B) and South Zones (A, B & C)

Activated as required to stand in for Committeepersons when they are not available.

Must work in the Zone in which they stand for nomination.

Benefits (3)

Full time position

Represent employees' WSIB claims at all levels and hearings

Sickness & Accident, EDB claims

Health care claims

Pension problems and concerns

UIC concerns

Income security programs

Benefits Alternate (2)

Part-time position.

Activated as required to stand in for Full Time Rep when they are not available.

EFAP/Addictions

(Employee Family Assistance Program)

Full time position

Provide a confidential, empathetic environment for members to go to for help in times of need.

Refer these members to the appropriate agencies

Liaisons with the committeepersons, members and CAMI management in matters of employee counselling and substance abuse (Addictions)

Provides confidential information and assistance to members in matters pertaining to substance abuse or addiction

Assist members to acquire admission into the appropriate addiction treatment centers

Provide the necessary information for members to maintain their sobriety through referral to various after-care programs and/or support group meetings

EFAP/Addictions Alternate (2)

Part-time position.

Activated as required to stand in for Full Time Rep when they are not available.

Health and Safety (A, B & C)

Full time position

Committeepersons must work on the shift in which they stand for nomination.

Represent employees' interests in reference to Occupational Health and Safety Act and Regulations

Deals with Designated Substances, Industrial Hygiene Tests, and Ergonomics

Identifies workplace hazards and safe-guarding requirements

Participates in Joint Health and Safety Committees

Health and Safety Alternate (A, B & C)

Part-time position

Activated as required to stand in for Full Time Rep when they are not available.

Must work on the shift in which they stand for nomination.

Production Standards

Full time position

Resource to other committeepersons, team members in matters related to Production Standards and Time Disputes

Production Standards Alternate (2)

Part-time position

Activated as required to stand in for Full Time Rep when they are not available.

Lineside Ergonomics

Full time position

Resource to other committeepersons, team members and CAMI management in matters related to Ergonomics

Will proactively identify potential improvements and develop recommendations using a solution-based co-operative approach

Lineside Ergonomics Alternate (2)

Part-time position

Activated as required to stand in for Full Time Rep when they are not available.

Human Rights and Employment Equity

Full time position

Represents employees regarding Human Rights/Employment Equity issues

Resource to other committeepersons

Human Rights and Employment Equity Alternate (2)

Part-time position

Activated as required to stand in for Full Time Rep when they are not available.

UNIT 2 – AWC

Inplant Chair

Co-ordinates all in-plant union activities and union representatives

Arranges and meets re: problems, grievances

Member of the Bargaining Team

Committeeperson Office/Dispatch

Committeepersons must work in the Office/Dispatch in which they stand for nomination

Only those members in good standing within the Office/Dispatch may vote for their committeeperson

Committeeperson Yard

Committee persons must work in the Yard in which they stand for nomination

Only those members in good standing within the Yard may vote for their committeeperson

Health and Safety (for each zone)

Represent employees' interests in reference to Occupational Health and Safety Act and Regulations

Deals with Designated Substances, Industrial Hygiene Tests, and Ergonomics

Identifies workplace hazards and safe-guarding requirements

Participates in Joint Health and Safety Committee

Unifor Canadian Council Delegates (4)

Unit 1 – 3 Delegates to be elected

Unit 2 – 1 Delegate to be elected

UNIFOR Council meets each year in which there is no convention.

Discuss and make recommendations concerning legislation and social issues.

Report on strikes/shutdowns and other agreements.

Unifor Ontario Regional Council Delegates (6)

Unit 1 – 5 Delegates to be elected

Unit 2 – 1 Delegate to be elected

Discuss and adopt reports from National Officers, Regional, Area, Industry and Department directors, and staff.

Adopt policies or resolutions which are consistent with the objectives and principles of

the National Union.

Conduct campaigns with respect to regional or provincial affairs.

Engage in special campaigns of solidarity and support of a Local Union or subordinate body.

Engage in special campaigns of solidarity in support of progressive allies and community partners whose struggles are consistent with the objectives of the National Union.

Sustain and support the organizing efforts of the National Union across Canada.

Unifor Constitutional Convention Delegates (6)

Unit 1 – 5 Delegates to be elected

Unit 2 – 1 Delegate to be elected

UNIFOR Convention is held once every 3 years.

Adopt and amend the constitution.

Elect National and Regional Officers.

Adopt policies and measures as necessary for the governance and administration of the National Union.