

# **Unifor Local 88 - Vacancy Positions: Roles & Responsibilities**

## **Plant Chairperson – Unit 1 GM**

Full-Time Position

- Co-ordinates all in-plant union activities and union representatives.
- Arranges and meets regarding problems, grievances, and joint activities for the plant and zones.
- Serves as a member of the Bargaining Team.

## **Plant Co-Ordinator -**

- Resource for placement, formal problem solving.
- Overall administration of the collective agreement. Serves on the Placement Committee.
- Handles broader plant-wide issues and harmonious industrial relations.

## **Vice President / Recording Secretary**

\*\*\*Roles are now merged. Member elected will perform both duties as needed

Hours as needed - Paid by the Local Union.

### **Vice President ROLES**

- Assists the President in carrying out their duties.
- In the event the President is absent or incapacitated, performs the President's duties.
- In the event of a strike at any of the Units, chairs the Unit Strike Committee and coordinates all activities.

### **Recording Secretary ROLES**

- Keeps a correct record of Local Union proceedings and signs all requisitions for authorized funds.
- Reads all documents and handles correspondence not pertaining directly to another officer's duties.
- Files documents and correspondence for future reference.
- Provides meeting minutes for the Executive Board and General Membership.
- Responsible for all new and replacement union cards, the membership board, and mailing of material from the Local Union.

## **Secretary Treasurer**

20 hours week: Paid by the union.

- Writes and signs all cheques on behalf of the Local Union.
- Provides a monthly financial report to both the Executive Board and the General Membership.
- Makes available to each member a copy of the National Constitution and Local Union Bylaws.
- Responsible for the operations and rental agreements of the Union Hall as directed by the Unifor Local 88 Building Corporation.

## **BIWOC Member at Large**

*Only members who identify as a member of the black, indigenous worker of colour community are eligible to run for this position.*

*Helps promote the BIWOC movement and be a Liasson to the executive board.*

- *Member of the Executive board*
- *Hold voice and vote at executive board meetings.*