

## Local 002

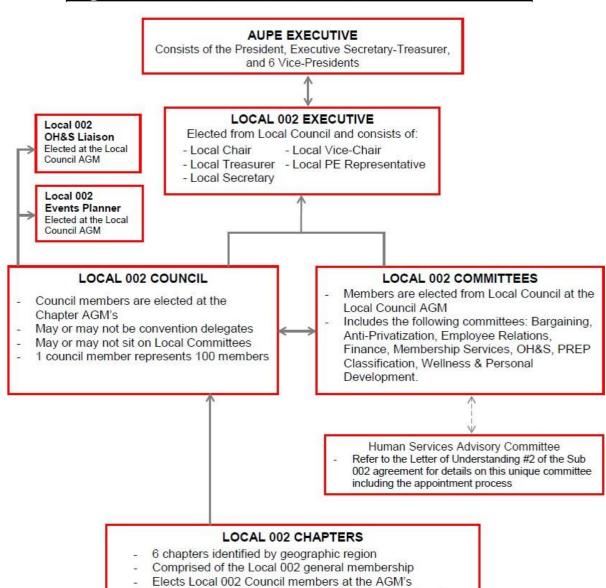
## JOB DESCRIPTION - Council Representative

- 1. Attend all Chapter and all Chapter Executive meetings
- 2. Understand the structure of the Local, including the reporting process and encouraged to take Union offered trainings
- 3. Responsible for carrying out the business of the Local
- 4. Obtain a copy of the current AUPE Constitution, Local Policies, and any other relevant information in order to effectively carry out the role of a Local 002 Council Member
- 5. Utilize and promote the Local 002 website (<a href="https://www.local002aupe.ca">https://www.local002aupe.ca</a>) as much as possible. Feedback for changes or updates to the website is welcomed and should be sent to the webmistress
- 6. Responsible in reading emails and other information sent out from the Local Executive and stay informed of the issues facing the Local membership and Local Council
- 7. Respond to emails that require a response in a reasonable and timely manner, or by the date indicated
- 8. Ensure that your Time-Off Requests (TOR's) for meetings are done through the Local 002 website as soon as possible. TOR are approved by Local Vice Chair at <a href="mailto:vicechairlocal002@aupe.ca">vicechairlocal002@aupe.ca</a>. If your TOR has been approved and you find at a later date that you cannot make the meeting, you must immediately notify the Local Secretary at <a href="mailto:secretarylocal002@aupe.ca">secretarylocal002@aupe.ca</a> (who will find an alternate to attend in your place), and the Local Treasurer who will cancel your TOR
- 9. If applicable, Expense Claims for Local Council meetings must be submitted to the Local Treasurer at <a href="mailto:treasurerlocal002@aupe.ca">treasurerlocal002@aupe.ca</a> no later than thirty (30) days after the last date of the meeting (Local 002 policy #7.2)
- 10. As per article18,02(g) of the AUPE Constitution, Local council representatives shall:
  - a. Represent the interests of the members of their Chapter at the Local Council;
  - b. Attend the meetings of the Local Council (January, May and September);
  - Report on the functions of Local Council at the Chapter meetings and in writing at the Chapter AGM; and
  - d. Be worksite contacts.
- 11. Understand the mandates for the Local 002 committees
- 12. Foster discussions with all members about issues, trends and other information that could affect Local 002 members
- 13. Be prepared to debate issues and motions in an educated and productive manner.
- 14. Always understand and practice good governance.
- 15. Conduct yourself in a manner reflective of the AUPE Statement of Equality



## Local 002

## **Organizational Chart for Council Members**



Nominates convention delegates (1 per 100 members)

Updated January 2022