

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 (<https://www.local002aupe.ca>) 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 vicechairlocal002@aupe.ca. 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 secretarylocal002@aupe.ca (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 treasurerlocal002@aupe.ca no later than thirty (30) days after the last date of the meeting (Local 002 policy #7.2)
10. As per article 18.02(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);
 - c. 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

