



Jay Thompson  
*1st Vice President*

Gregory Connon  
*Local President*

Jim Connelly  
*Financial Secretary*

September 26, 2022

## Duties of Local Union Officers

**The President:** will chair all local Union meetings, enforce the constitution and appoint committees not otherwise provided for. The President will sign all requisitions for expenditures authorized by the Local Union and countersign 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 1<sup>st</sup> and 2<sup>nd</sup> Vice President(s):** will assist the President in their duties and attend all Local Union meetings. If the President is absent or incapacitated, the 1<sup>st</sup> Vice President will perform the President's duties.

**The Recording Secretary:** will keep a correct record of the Local Union proceedings, they will read all documents and handle correspondence that does not pertain directly to another officers duties .They will file documents and correspondence for future reference. The Recording Secretary will bring any correspondence requiring action to the member's attention.

**The Financial Secretary:** will receive all dues, initiation fees, reinstatement fees and all other income. The Financial Secretary will write and sign all cheques. They will report in writing to the Local Union's regular meeting. The report will include amounts received and spent from the last meeting. When asked, the Financial Secretary will turn over books to the Trustees for audit and approval.



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**The Trustees (3):** will supervise all funds and property of the Local Union, and report to next Local meeting. Four times a year, they will conduct an audit, or see that a Chartered Accountant selected by the Executive Board, audits the financial records.

**The Sergeant-at-Arms:** will introduce all new members and visitors and assist the President in preserving order when called upon to do so. They will also take charge of all property of the Local Union not otherwise provided for and perform other duties as assigned.

**The Guide:** will maintain order, inspect membership receipts or cards, and perform other duties as assigned.

*As well as the duties outlined above, Local Union officers will perform other duties as our bylaws set out or the Local 4050 may direct.*

**Prairie Council Delegate(s) (5),** as a delegate he/she will travel to attend the Prairie Council (location varies) as required. Attend sessions and represent Unifor Local 4050. Attend all Local General Meetings and report back on Prairie Council meetings.

**Canada Council Delegate(s) (4),** as a delegate he/she will travel to attend the Canada Council (location varies) as required. Attend sessions and represent Unifor Local 4050. Attend all Local General Meetings and report back on Canada Council meetings.



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## **LOCAL 4050 - Standing Committee Chair Person Positions**

Constitution and Bylaws Committee.

Union in Politics Committee.

Education Committee.

Human Rights Committee.

Women's Committee.

Health, Safety and Environment Committee.

LGBTQ2S

BIWOC Committee.

Workers with disAbilities Committee.

Young Workers Committee.