**OFFICERS:**

Chair: primary responsibility shall be to facilitate all GMs, Special GMs and Executive Meetings as well schedule executive meetings of the TSSU in accordance with by law J.3 and Bourinot’s rules. The chair must be a signee on all legal documentation for the union, and shall also have financial signing authority. In the absence of the Chair, those in attendance at such GMs/Executive Meetings shall designate one of themselves, other than a Trustee, to chair the meeting. The Chair shall also be a member of the Internal Relations Committee. The Chair shall have a working knowledge of Bourinot’s rules.

Trustees 1: shall ensure that the TSSU By-Laws are adhered to and be responsible for keeping these same By-Laws up-to-date. They shall also ensure that proper procedures are adhered to at GMs in accordance with Bourinot’s rules. Trustees must have the ability to obtain all non-email account passwords that pertain to common union business. Trustees will have access to membership lists but shall not make any changes to the lists. They shall oversee the work done by Executive Members and report any atypical decisions to the General Membership of the Union. They shall be involved with the scheduling and publication of GMs in conjunction with the salaried officers; and schedule and oversee all elections/referenda. The Trustees shall be responsible for inspecting the financial records of the TSSU on a monthly basis in consultation with the Coordinator. One Trustee shall be a member of the Internal Relations Committee and the other shall be a member of the Finance Committee.

Membership Mobilization Commissioner: shall be responsible for coordinating the activities of the Membership Mobilization Committee. She/he shall call meetings and make sure that meetings are chaired and minuted. She/he shall coordinate with union volunteers, outside partners and vendors to produce TSSU outreach material. She/he shall attend Executive meetings and act as the liaison between the Membership Mobilization Committee and the Executive, in conjunction with the Organizer. She/he shall also act as liaison between the Membership Mobilization Committee and other TSSU committees to facilitate the flow of information between committees and the general membership. She/he shall oversee the layout and content of the TSSU website and other social media outlets, and ensure that content is updated regularly.

The Occupational Health and Safety (OH&S) Commissioner shall be responsible for sitting on the Central OH&S committee of the university and performing associated duties, in addition to coordinating between all local TSSU OH&S area committee representatives. She/he shall attend executive meetings as a voting member and liaison between the Central Committee, Local Area Representatives, the Executive, and the General Membership Meeting when needed. She/he will work in conjunction with the other TSSU representative who sits on the Central OH&S committee. It is expected that the OH&S Commissioner attend all available employer-funded training, provided by Worksafe BC.

Coordinator: shall be responsible for coordinating General Membership and Executive meetings including setting the agenda, and shall act as resource person for the TSSU Finance and Internal Relations Committees, and for the MMC Committee if/when mutually agreed upon by the Coordinator and Organizer. She/he shall also coordinate all union referenda including strike votes. She/he is responsible for ensuring the TSSU logbook is produced. In addition the Coordinator shall assist the Organizer in cultivating and maintaining external contacts with other trade unions and social justice organizations on and off campus as well as communicating with the media; she/he will also assist the Organizer in their organizing work, including attending caucus meetings and recruiting volunteers. The Coordinator shall perform daily bookkeeping duties in consultation with the Treasurer; this will include day-to- day check requisition and bill payments. The Coordinator shall also be in contact with the TSSU Bookkeeper and Auditor. The Coordinator is also responsible for the preparation of the annual audit and the communication with the Union’s financial institutions.

Organizer: shall be responsible for recruiting volunteers for the Union including Stewards, volunteers for TSSU committees, and TSSU representatives for University and other committees. The Organizer shall ensure there is TSSU representation at departmental and special orientations including Tutor Marker Orientation and Teaching Orientation Programme opening plenary. She/he shall ensure the presence of the Union at the University’s satellite campuses. She/he shall be the resource and support person for the MMC and Social Justice Committees and shall chair the MMC committee when there is no Commissioner/Chair. She/he shall be the Union’s liaison with campus employee groups, as well as off-campus trade union and social justice organizations. The Organizer shall be the Union’s media contact person. She/he can expect assistance in these two duties from the Coordinator. The Organizer will identify groups who are under-represented in the TSSU, work to create an environment where members will be self-motivated to participate, organize socials, and carry out publicity for upcoming events. The Organizer shall assist the Chief Steward in the orientation and education of Stewards and shares her/his responsibility for knowledge of the Collective Agreement.

**By – Election Officer Position**

Treasurer: shall be responsible for the maintenance of an accurate and proper internal bookkeeping system and for coordination with the external bookkeeper. This bookkeeping system shall be set up under the instruction of the Executive. She/he shall present financial statements to the first GM of each semester and shall circulate an audited financial report to the TSSU in September of each year. This report shall be read at the September GM. The Treasurer shall be responsible for creating and submitting the Union’s annual budget to the February GM of each year. The Treasurer will work in consultation with the Coordinator in carrying out these duties. The Treasurer shall be a member of the Finance Committee.

**COMMITTEES:**

The Contract Committee shall be responsible for researching and presenting contract proposals to the Membership for discussion and for negotiating with the University Administration on behalf of the TSSU. It will be composed of the Chief Steward, the Member Representative (who shall participate in a non-voting capacity), and a Steward representative, as well as some number of members determined by the General Membership. The Executive shall recommend to the General Membership (for decision) the number and composition of members of the committee, and means and level of compensation for them before nominations for the committee are opened. The Contract Committee shall elect from its members a Chairperson, who shall be responsible for coordinating the activities of the Committee and reporting to GM and Executive Meetings when appropriate or when requested to do so.

The Membership Mobilization Committee has three major duties: (i) making available educational opportunities and materials, especially including union education, (ii) maintaining active communication and networking within the Union Membership, and (iii) generally facilitating the mobilization of the membership

The Internal Relations Committee shall be responsible for establishing and updating as necessary all By-Laws and Policies of the Union, as directed by and with the approval of the General Membership. The Internal Relations Committee shall consist of the Coordinator, at least one of the two Trustees, and at least one General Member. In addition to By-Laws and Policies the Internal Relations Committee shall be responsible for hearing and making recommendations that involve disputes within the Union between any of the Union’s members including any and all employees, including Salaried Officers, through the Dispute Resolutions Policy. The Coordinator shall be responsible for coordinating the activities of the Committee such as setting agendas and calling meetings. However, there shall be a rotating Chair.

The Social Justice Committee shall oversee Union endorsements, donations requests and disbursements, and other forms of support and solidarity with external organizations. The Committee will review the campaigns of other organizations, prioritize the Union's social justice focus areas each year, and make recommendations to the General Membership as to donations, endorsements and social justice campaigns for the Union. The Committee shall recommend to the General Membership the donation of up to $1000 each semester, making a few significant contributions of up to $500 available to organizations with an annual budget of less than $200,000. Priority shall be given to organizations working to challenge the root causes of poverty, inequality and injustice, with at least one contribution each semester being made to an organization or labour union based in a developing country. Activities of the Committee might include: meeting with representatives of external organizations, inviting speakers to make presentations at GMs, holding educational or media events, and organizing protests or letter-writing campaigns. The Committee shall consist of at least two General Members and the Social Justice Commissioner, who shall resource the Committee.

The Finance Committee shall be responsible to both the Executive and the General Membership for matters relating to the TSSU’s financial affairs. The primary mandate of the Finance Committee is to assist the Treasurer with the preparation of the annual budget. Other roles include, but are not limited to, assisting the Treasurer with the annual audit presentation, supervising the bookkeeping system, preparing financial statements for the Executive and General Membership (*c.f.* By-Law G.3), administering the TSSU’s investments and ash accounts and ensuring that the TSSU’s financial records are accurate and up to date. The Finance Committee shall be comprised of the Treasurer (who shall act as Chair), the Coordinator (who shall act as Chair in the Treasurer’s absence), at least one of the two Trustees, and no fewer than two (2) General Members. The Finance Committee should meet, at a minimum, once every three (3) months (fiscal quarter).