

Fall 2016 Elections – Position Descriptions

The Teaching Support Staff Union (“TSSU”) is presently accepting nominations for the positions of **Coordinator, Organizer, Chair, Trustee I, MMC Commissioner** and **OH&S Commissioner**.

Timeline:

- September 29: Nominations open at the General Membership Meeting
- October 17: Nominations Close at the General Membership Meeting (4:30-6:30 pm SUR 5100)
- October 28: Candidate Statements due to reaganb@tssu.ca
- October 31: November 4: Electronic Voting is open
- November 7: Voting results announced via email
- November 16: New Executive members ratified at the General Membership Meeting (4:30 – 6:30 pm Harbour Centre 1520)

Available Positions:

Salaried Officers (25h/week, Pay Rate: \$29.79/h):

Coordinator Duties include: 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; coordinating all union referenda including strike votes; ensuring the TSSU logbook is produced; cultivating and maintaining external contacts with other trade unions and social justice organizations on and off campus as well as communicating with the media; assisting the Organizer in their organizing work, including attending caucus meetings and recruiting volunteers; performance of daily bookkeeping duties in consultation with the Treasurer; this will include day-to-day check requisition and bill payments; contact person for the TSSU Bookkeeper and Auditor; preparation of the annual audit and the communication with the Union’s financial institutions.

The Organizer Duties include: Recruiting volunteers for the Union including Stewards, volunteers for TSSU committees, and TSSU representatives for University and other committees; ensuring there is TSSU representation at departmental and special orientations including Tutor Marker Orientation and Teaching Orientation Programme opening plenary; ensuring the presence of the Union at the University’s satellite campuses and shall be the resource and support person for the MMC and Solidarity & Social Justice Committees and shall chair the MMC committee when there is no Commissioner/Chair; liaise with campus employee groups, as well as off-campus trade union and social justice organizations; act as the Union’s media contact person; identification of groups who are under-represented in the TSSU in order to 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.

Executive Positions (~10 h/month + committee involvement, Stipend:\$360/term + Committee stipends – except MMC Commissioner):

Chair: Duties include: facilitate all GMs, Special GMs and Executive Meetings as well schedule executive meetings of the TSSU; be a signee on all legal documentation for the union, and have financial signing authority; be a member of the Internal Relations Committee; utilize a working knowledge of Bourinot's rules to facilitate meetings.

Trustee I: Duties include: ensuring the TSSU By-Laws are adhered and keeping these same By-Laws up-to-date; ensuring that proper procedures are adhered to at GMs in accordance with Bourinot's rules; oversight the work done by Executive Members and report any atypical decisions to the General Membership of the Union; involvement with the scheduling and publication of GMs in conjunction with the salaried officers; scheduling and oversight all elections/referenda; inspection of 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.

The Membership Mobilization Commissioner (Stipend: \$150/month up to 12h +20/h for hours over): Duties include: Coordinating the activities of the Membership Mobilization Committee; calling meetings and coordinating with union volunteers, outside partners and vendors to produce TSSU outreach material; attendance at Executive meetings; Facilitation of the flow of information between committees and the general membership; oversight of 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 Duties include: Sitting on the Central OH&S committee of the university and performing associated duties; coordinating between all local TSSU OH&S area committee representatives; Attendance at executive meetings as a voting member and liaison between the Central Committee, Local Area Representatives, the Executive, and the General Membership Meeting when needed. It is expected that the OH&S Commissioner attend all available employer-funded training, provided by Worksafe BC.