

## TSSU Fall 2018 Elections

Opening of Nominations	September GM, RCB 8100 (Wed. Sept. 19 <sup>th</sup> )
Closing of Nominations	October GM, SUR 2740 (Tues. Oct 16 <sup>th</sup> )
Electronic Election Period (Emailed tokens)	October 29 <sup>th</sup> – Nov 2 <sup>nd</sup> at midnight
“Protest of Unfair Ballot” Period	November 3 <sup>rd</sup> – 9 <sup>th</sup>
Election Results Ratified	November GM, HC 7000 (Thur. Nov 22 <sup>nd</sup> )
First day New Officers can take office	November 26 <sup>th</sup> (Flexible according to schedules)

- Executive meetings typically happen twice a month as scheduled by availability of members.
- Candidate Statements should be send to [trustee2@tssu.ca](mailto:trustee2@tssu.ca) by 11:59pm October 23<sup>rd</sup>.

### Description of Executive Positions

#### **Coordinator: Salaried at 25 hours/week**

The 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. The Coordinator shall also coordinate all union referenda including strike votes. The Coordinator 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; the Coordinator 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.

#### **Chair: Stipended**

The TSSU Chair’s 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.

#### **Chief Steward I: Salaried at 25 hours/week**

(a) The Chief Stewards shall be jointly responsible for knowledge of the Collective Agreement, Health and Safety regulations, and other relevant legislation. They will be responsible for communicating monthly updates on the status of ongoing grievances to the Executive and General Membership in order to facilitate mobilization and organizing. Both shall also be responsible for the Grievance Procedure including meetings, research, and legal activities. Both shall work in conjunction with the Member Representative to ensure member rights are enforced and protected as outlined in the Collective Agreement. The two Chief Stewards in consultation with the Member representative will also be responsible for maintaining any seniority lists and for checking position posting in

relation to the Collective Agreement. Each semester, these two officers shall mutually agree on the division of the responsibility for the following tasks:

- Chairing and coordinating Steward meetings.
- Chairing and coordinating Grievance meetings.
- Serving as the resource person for the OH&S Commissioner

(b) In addition to these duties Chief Steward I shall act as the TSSU Executive's primary point of contact with the Union's Member Representative concerning the Member Representative's employment and will sit on and be the resource person for the Contract Committee.

### **Trustee 1: Stipended**

The two Trustees 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.

### **MMC Commissioner: Stipended**

The Membership Mobilization Commissioner (MMC Commissioner) shall be responsible for coordinating the activities of the Membership Mobilization Committee. The Membership Mobilization Commissioner shall call meetings and make sure that meetings are chaired and minuted. The Membership Mobilization Commissioner shall coordinate with union volunteers, outside partners and vendors to produce TSSU outreach material. The Membership Mobilization Commissioner shall attend Executive meetings and act as the liaison between the Membership Mobilization Committee and the Executive, in conjunction with the Organizer. The Membership Mobilization Commissioner 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. The Membership Mobilization Commissioner shall oversee the layout and content of the TSSU website and other social media outlets, and ensure that content is updated regularly.

### **OHS Commissioner: Stipended**

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. The OH&S Commissioner 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. The OH&S Commissioner 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.