

Recording Duties as per local By-laws

The Recording Secretary shall:

1. Keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, including a copy of the full Financial Report submitted by the Secretary-Treasurer and a copy of reports presented by the Trustees;

(Article B.3.6)

2. Record all altercations in the By-Laws;

3. Answer correspondence and fulfill other secretarial duties as directed by the Board;

4. File a copy of all letters sent out and keep on file all communications;

5. Prepare all circulars and notices for distribution by the president (or vice-president) including monthly agendas;

6. Have all records ready on reasonable notice for auditors and Trustees;

7. Preside over membership and Board meetings in the absence of both the President and the Vice-Presidents;

8. On vacating of office, surrender all books, seals and other properties of the Local to their successor.

Note: This position is voted in during GMM; As a Recording Secretary you will receive a laptop:

Additional duties:

- Recording Secretary is to support the work of the entire local (administrative work for both the City of Guelph and the County side)
- Keep up to date a master list of all employees personal contact information belonging to 973 and 973.01 units
- Keep records of all In -Good standing Applications for reference
- Issue Union cards/send or distribute union cards to all members In- Good Standing
- Book/ reserve the accommodations for conferences, training and schools

Stewards (are appointed by the Executive team for each of the Unit: 973 and 973.01:

Duties may include:

- Steward is the first contact in some instances when issues arise with employees
- Steward may represent an employee in a meeting with an employee direct supervisor/ manager to address concerns
- Members turn to a Steward for an assistant to listen to a concern, answer a question about Collective Agreement
- Steward will conduct an interview with the member (start a Fact sheet) to figure it out all the facts
- Steward will relay the information to the Chief Steward or other member of the Executive team for further discussion on whether based on facts there was a violation of the Collective Agreement
- Stewards may lead an Orientation session for new members
- Stewards may attend grievance meetings to represent a member

Please know that this is very general overview and additional responsibilities may be involved.