



<p>Nominations for the position of Secretary Treasurer Nominations for the positions of Regional Representatives</p>
--

Nominations are now open for the above noted positions for Unifor National Council 4000. As in accordance with the Bylaws of National Council 4000, the period for nomination is fourteen (14) calendar days from the above date.

Duties of the Secretary Treasurer

As in accordance with Article 3, Section 3 of the Unifor National Council 4000 Bylaws

ARTICLE 3: SECTION 3 – NATIONAL COUNCIL 4000 SECRETARY TREASURER

- 3.3.01 The National Council Secretary Treasurer will receive all funds and dues that are owed National Council 4000 and its five (5) Regional Local Unions. She/he will remit to the National Secretary Treasurer the National Office's portion of dues. Remaining dues will be split equally with 50% disbursed to the Regional Locals (on a per capita basis) and 50% retained by the National Council to be used exclusive for the administration of the National Council as set out in the National Council Bylaws.
- 3.3.02 The National Council Secretary Treasurer will be responsible for the collection of dues from the various employers.
- 3.3.03 The National Council Secretary Treasurer will be responsible for the payment of wages to the National Council President, the Regional Representatives, Bargaining Committee Members, and any other employees or members of National Council 4000.
- 3.3.04 The National Council Secretary Treasurer will be responsible for the arrangements of National Council 4000 semi-annual meetings, as well as the triennial convention.
- 3.3.05 The National Council Secretary Treasurer will ensure a proper accounting system and handle all funds of the National Council with due diligence. She/he will not issue any cheque or funds without the co-signature of the National Council President and/or a designate by the National Council.
- 3.3.06 The National Council Secretary Treasurer shall be responsible for keeping a true and correct record of the finances of National Council 4000. She/he shall discharge on behalf of National Council 4000 such duties as may be imposed upon her/him by law, including filing of any reports to Federal or Provincial authorities and the maintaining of such records.
- 3.3.07 The National Council Secretary Treasurer will assist the National Council President in all matters and will assume Presidential duties during his/her temporary absences; i.e. vacation, illness, etc.

3.3.08 The National Council Secretary Treasurer will not hold a full time elected Regional Representative position or hold any Executive position at the Regional Local level.

The position of Secretary Treasurer is a full time position with Unifor Council 4000. Wages are as described under Article 6, Section 3 of the Council 4000 Bylaws. Benefits are paid to the employer that you are employed with so you maintain your existing benefit plan. Expenses are paid in accordance with Article 6, Section 5 of the Council 4000 Bylaws. Vacation is based on your present vacation entitlement with your employer. In the case of members who are employed as contractors, vacation time is as described in Article 6, Section 4 of the Council 4000 Bylaws.

Applicants to the position of Secretary Treasurer should have experience with Microsoft Word and Excel, as well accounting software used for administering expenses and payroll for the Council. Applicants must have the ability to work under time sensitive constraints. Travel is a requirement, so applicants must be able to spend durations away from home. Previous experience as a Local Union Financial Treasurer or Trustee is an asset, as is prior experience as either a Regional Representative, Local Union President, Local Chairperson or Grievance Officer with the Union.

Members who contemplate standing for this position should do so with confidence in their abilities to perform the required duties and take on the important responsibilities that come with this job.



Duties of a Regional Representative

As in accordance with Article 3, Section 4 of the Unifor National Council 4000 Bylaws

ARTICLE 3: SECTION 4 – REGIONAL REPRESENTATIVES

- 3.4.01 Regional Representatives will take direction from their respective regions or constituents and the National Council President concerning collective agreement matters. They will be responsible for the negotiation of national and regional collective agreements under their jurisdiction, in cooperation with the Regional or National Bargaining Committee(s). They will be responsible for drafting of contract language and administering these collective agreement(s) thereafter.
- 3.4.02 Regional Representatives will be responsible for the handling of grievances from their respective jurisdictions and at the final step of the grievance procedure for the life of the collective agreement, and will handle mediated and expedited arbitration for their respective jurisdictions.
- 3.4.03 At the request of the Regional Locals, Regional Representatives may be assigned additional duties outside of his/her bargaining unit under the direction of the National Council President and the National Council 4000 Executive Board, such as organizing, Workers' Compensation matters, Employment Insurance, etc.
- 3.4.04 Manages labour relations with existing and newly certified bargaining units.

- 3.4.05 Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork with all Locals under their jurisdiction.
- 3.4.06 Visit workplaces where National Council 4000 members are employed and monitoring working conditions and identifying other industrial relations issues.
- 3.4.07 Regional Representatives must provide a written report at Local meetings and demonstrate skills in effective, clear and persuasive oral and written communication.
- 3.4.08 Regional Representatives must submit a written report twice every calendar year in conjunction with National Council 4000 Executive Board meetings. Reports must be submitted to the National Council 4000 Secretary Treasurer a minimum twenty-one (21) days prior to the date of the Executive Board meetings.

The position of Regional Representative is a full time position with Unifor Council 4000. Wages are as described under Article 6, Section 3 of the Council 4000 Bylaws. Benefits are paid to the employer that you are employed with so you maintain your existing benefit plan. Expenses are paid in accordance with Article 6, Section 5 of the Council 4000 Bylaws. Vacation is based on your present vacation entitlement with your employer. In the case of members who are employed as contractors, vacation time is as described in Article 6, Section 4 of the Council 4000 Bylaws.

Applicants to the position of Regional Representative should have experience with Microsoft Word and Excel. Applicants should have an understanding of the Canada Labour Code and any applicable Provincial Labour Codes. Applicants must have the ability to work under time sensitive constraints. Travel is a requirement, so applicants must be able to spend durations away from home. Previous experience as a Regional Representative, Local Union President, Local Chairperson or Grievance Officer is an asset.

Members who contemplate standing for this position should do so with confidence in their abilities to perform the required duties and take on the important responsibilities that come with this job.

Nomination Forms should be completed as explained on the attached forms.
Forms must be received by the deadline date, or it will not be accepted.