



## Executive Board and Officer Position Descriptions

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*(Some duties subject to alteration as amendments to the Constitution may be made by the Convention)*

### **PRESIDENT**

- The President shall be employed by MoveUP in a full time position and remunerated as per the Bylaws.
- The duties of the President are covered in Article 5.1 of the MoveUP Constitution.
- The President is elected by all members in good standing of MoveUP.
- The President chairs meetings of the Executive Board and Executive Council, and has the authority to call the meetings.
- The President acts as the CEO of MoveUP and directs all staff.
- The President represents MoveUP to all external organizations. (Other officers or elected representatives may accompany or stand in place of the President as appropriate.)
- The President is the Chair of Office Employees' Building Ltd, which owns the assets used by MoveUP.
- The President has final responsibility over all collective agreements negotiated by MoveUP.
- The President has overall responsibility for all aspects of the union, and has all authority not expressly delegated by the Constitution to another officer or body.
- The President shall be the main spokesperson and officer of the Local or Council.

### **SECRETARY-TREASURER**

- The Secretary-Treasurer shall be employed by MoveUP in a full time position and remunerated as per the Bylaws.
- The duties of the Secretary-Treasurer are covered in Article 5.2 of the MoveUP Constitution.
- The Secretary-Treasurer is elected by all members in good standing of MoveUP.
- The Secretary-Treasurer is responsible for reporting all money received by MoveUP.



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- The Secretary-Treasurer is responsible for maintaining the budget of MoveUP, and reporting on expenditures of the union to the Executive Board, Executive Council and members of the union.
- The Secretary- Treasurer shall assume the duties of the President when so directed by the President as per Article 5.1(c).
- The Secretary-Treasurer participates in the MoveUP staff relations committee that interacts with the union for MoveUP's staff.
- The Secretary-Treasurer is a member of Office Employees' Building Ltd which owns the assets used by MoveUP, and has similar financial duties related to that organization.
- The Secretary-Treasurer shall chair any budgetary, financial or pension committees with the exception of the Audit Committee.
- The Secretary-Treasurer may be appointed as chair or member of various union committees.

### **VICE-PRESIDENTS**

- The duties of Vice-Presidents is set out in Article 5.3 of the MoveUP Constitution
- Vice-Presidents are elected by delegates to Convention from their respective constituencies at Convention. Candidates for Vice-President first must be elected to the Executive Board. Normally, there are three Vice-Presidents.
- Vice-Presidents may be assigned duties by the President from time to time.
- Vice-Presidents will chair union Committees as assigned by the President.
- Vice-Presidents may book other union officers off the job from time to time.
- Vice-Presidents may be involved in communications to members from time to time.
- Vice-Presidents report to the Executive Board and Executive Council on vacant positions on Council and Board.
- Vice-Presidents (or their designates) chair and make up the Arbitration Review Committee.
- Vice-Presidents (or their designates) chair job steward meetings for their unit(s).
- Vice-Presidents are delegates to inter-union conventions for their units.
- The President may confer special duties on Vice-Presidents from time to time.



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- As Executive Board members, Vice-Presidents participate in bargaining committees for the unit for which they work, and may assist with other bargaining units in their constituency.
- Vice-Presidents participate in the MoveUP staff relations committee, to interact with the union for MoveUP employees.
- Vice-Presidents are members of Office Employees Building Ltd, which owns the assets that MoveUP uses.

### **EXECUTIVE BOARD MEMBERS**

- The duties of the Executive Board are set out in Article 6.2 of the MoveUP Constitution.
- The Board meets twelve times per year.
- Executive Board members are also members of the Executive Council and attend those five meetings per year.
- The Executive Board authorizes strike action by members of MoveUP.
- The Executive Board may authorize expenditures of up to five thousand dollars (\$5,000.00) that have not otherwise been authorized by the union's budget.
- Executive Board members will be elected or appointed as delegates to conventions, conferences, seminars and similar meetings as appropriate.
- The Executive Board approves and appoints Job Stewards.
- Executive Board Members serve on the bargaining committee for the unit for which they work.
- The Executive Board must ratify any agreement negotiated with the staff of MoveUP.