

# Duties of Officers and Executive Board

## 1. Vice President

The Vice-President shall perform the duties of the President in the latter's absence, or if requested to do so by him/her, and shall be the alternate signing authority to the President. The Vice-President shall chair all Executive meetings, and be responsible for liaising with VIDC committee chairs and VIDC designates to CUPE BC committees and working groups, and ensure that committees and delegates report back to council.

## 2. Treasurer

The Treasurer shall keep all accounts of the Council, receive all dues or other moneys paid to the Council from any other source, issue receipts and deposit all such money in the name of the Council in such bank/or credit union as the Council shall direct. He/she shall make all disbursements for the Council in the manner provided in Article Eight.

## 3. Trustee

The Trustees shall audit the books of the Council and shall exercise general supervision over the property of the Council. The Trustees perform their annual audit and submit their report to the Executive Board prior to the annual general meeting, including any recommendations. Trustees are not members of the Executive Board and are not required to, but are welcome to, attend executive meetings.

## 4. Members-at-Large

Members-at-Large shall be assigned locals to contact regarding Council meetings and events, collect reports from those locals not planning to attend a meeting, and advise unaffiliated locals of the benefits of membership in the Council. Other duties may include assisting at meetings, carrying out objectives and coordinating activities of the Council, and mentoring new delegates and Executive officers. Members-at-Large are members of the Executive Board and are expected to attend regular meetings.

## 5. Committee Chairs

Committee Chairs shall chair meeting of their committees and address issues, launch initiatives, promote ideals and otherwise deal with matters pertaining to their committees. Committee Chairs shall oversee formulation of a budget for their committees and submit these budgets to the Executive Board at the beginning of each fiscal year. Committee Chairs are not members of the Executive Board and are not required to, but are welcome to, attend Executive meetings. Committee Chairs should attend executive meetings to advise the Executive Board of upcoming matters of concern, particularly where motions involving the Council will be put forward at a general meeting.

The Chairperson shall be empowered to appoint members to the committee subject to the approval of the Executive Board. The Chairs shall have first option to be recommended to CUPE BC to sit on their corresponding committee.