

**EXECUTIVE OFFICERS' JOB DESCRIPTIONS**

**FROM THE BYLAWS OF THE**

**CAPILANO UNIVERSITY FACULTY ASSOCIATION**

(Last revised April 30, 2016)

**PRESIDENT** – presides at all meetings of the members and of the Executive of the Union, supervise the other officers in the execution of their duties, and enforce the Constitution and Bylaws and any regulations. The president will ensure that a member of the Executive is appointed to oversee the professional development activities of the Union. The president is an ex officio member with voice and no vote of all committees or other bodies of the Union. The president also sits on the Presidents' Council of the B.C. Federation of Post-Secondary Educators, and represents the Union at provincial meetings. The president, subject to the approval of the Executive, may assign duties amongst members of the Executive.

**VICE PRESIDENT** – is responsible for liaison between the Union and the University Board of Governors and Senate, including attendance at meetings of those bodies. The vice president sits on the Union's Governance committee and liaises between that committee and the executive committee. This officer will assume the duties of the president in the absence of the president.

**SECRETARY** – must keep a record of all proceedings of the Union, both at membership meetings and at Executive meetings, and is responsible for keeping a permanent file of all records, letters of value and correspondence as well as minutes for the Union. This officer will also ensure that all business is conducted in the presence of a quorum and that all necessary returns and information are filed on behalf of the Union as required by the laws of B.C. and Canada.

**TREASURER** – must keep the financial records, including books of account, necessary to comply with the laws of B.C. and Canada, and render financial statements to the Executive and members when required. The treasurer must prepare a budget for approval of the Executive prior to presentation at the Annual General Meeting of the Union.

**CHIEF STEWARD** – is responsible for the day-to-day administration of the Collective Agreement. The chief steward is an ex officio non-voting member of any bargaining committee to advise on Collective Agreement administration aspects.

**ASSISTANT CHIEF STEWARD** – assists the Chief Steward in the day-to-day administration of the Collective Agreement.

**PROFESSIONAL AFFAIRS OFFICER** – chairs the Trade Union Practices/Ethics committee, and is responsible for communication with Union members on matters of professional responsibility and ethics.

**MEMBERSHIP, COMMUNICATIONS, AND COMMITTEES OFFICER** – is responsible for keeping an accurate list of names, addresses, and classification of all members. This officer must also maintain the list of committee members, and advise the university administration and Federation of Post-Secondary Educators of the Union’s representatives to joint committees. This officer also sits on the Communications Committee, and liaises between that committee and the executive committee.

**NON-NORTH-VANCOUVER CAMPUS MEMBER-AT-LARGE** – ensures communication processes with regional centres are working effectively and assists the first vice president with membership information from and issues in the Non-North-Vancouver location.

**PAST PRESIDENT** – Where the previous year’s president is not continuing as president, that person may sit as an ex officio member with voice and no vote at the executive committee for the year after stepping down as president.