

## PART A

Position Title: President, CUPE Local 2424

Reports to: Executive Board

Employer: Canadian Union of Public Employees, Local 2424

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### **Position Summary**

The President of the Union shall be responsible to the Executive Board and the membership for the administration of the affairs of the Union and shall be the official spokesperson for the Union; shall supervise the preparation of the agenda for all General Meetings; shall preside over all General Meetings (except those to ratify a proposed collective agreement or to take a decision to withhold services), Executive Board meetings, shall be an ex-officio member of all committees, and shall appoint all committees not otherwise ordered. [Section 4.5, CUPE Local 2424 By-Laws]

### **Nature and Scope**

The President of the Local is responsible for the effective and efficient management of the Local, directly supervising the employees of the local and working closely with the Executive Board, the Chairs of the Committees, and other committee members and representatives. The President exercises leadership and management skills, engenders a collegial, collaborative, consultative and positive environment, and acts as a role model and advisor in developing the leadership and management skills of the Table Officers, Zone Officers, and committee members.

The President works as a part of a team to execute the strategies of the Executive Board and its various committees. Working closely with the executive, the President provides feedback and advice on the day-to-day management of the local.

The position requires someone with strong interpersonal skills, as well as the ability to work with a team of people with diverse opinions. The position involves dealing with a large number of members. At times, situations can occur which require tact and diplomacy. The President must be mature, possess integrity and be able to act with discretion in matters of confidentiality. In dealing with the office staff, particularly with respect to staff problems, the President must use diplomacy, good judgment, sensitivity and discretion.

The work of the President is often confidential and sensitive in nature. The incumbent must know when to be open with the membership and when to maintain confidentiality on issues that are being dealt with in the grievance process.

The President must have a clear understanding of administrative and office procedures and personnel management.

The President must have a good understanding of the university's general rules and regulations in order to understand the environment in which the union works.

The President must also have a basic understanding of the labour movement in general and CUPE in particular. This position requires that the President be familiar with the Local's by-laws and policies and procedures.

The President is one of three signatories on charges against the Office budget.

### **Specific Accountabilities**

The President is expected to advise the Executive Board on matters as they relate to the union's day-to-day activities.

The President works with the Executive Board to implement initiatives as determined by the board at their annual retreat.

The President supervises the Local's staff on a day-to-day basis and is responsible for the career development and training needs of the staff. The President may also develop procedures and assign staff to various projects. The President is also responsible for the approval of requested leaves, overtime and overall coverage during absences.

The President answers questions from members, referring them where possible to appropriate committees or to Zone Officers.

The President has signing authority for all charges against the local's budget.

In conjunction with the VP Internal and the VP External, the President communicates with the membership on a regular basis to ensure that the members are kept up to date on the activities of the local and on developments within CUPE and the broader labour community.

### **Qualifications**

The completion of the Stewarding Series and be an active or recent member of a local committee or a member of the Executive Board. If the President has not completed the Stewarding Series the Executive Board shall establish a timeline for a completion of the training at its first meeting with the newly elected President.

## **Continuing Study**

The President must remain current on developments within the university as well as developments within the post-secondary sector, and the labour movement. This is done by reading reports, attending workshops, and meetings.

As a supervisor, the President must take supervisory training courses if they have no previous experience as a supervisor.