**Elections:**

In preparation for this important meeting, please give some thought to which people you would like to elect to represent you on your council.

At the AGM, we will be nominating and electing for the following positions:

* Chair
* Vice Chair
* Secretary
* Treasurer
* Council Representatives
* Convention Nominees
* OH&S Representative

In order to represent you effectively, the elected members should be dedicated to representing your interests in a timely, articulate and accurate manner.

These representatives will be charged with speaking up for your interests with the employer, the broader union, and the government.

Now is the time to start thinking about who you would like to have as your representatives.

**Position Descriptions:**

Chair:

* Call an Annual General Meeting once a year or more if any of the elected positions are vacated.
* Call Chapter Council meetings once every second month.
* Exercise supervision over the affairs of the Chapter.
* May assign specific duties to the Vice Chair.
* Familiarize yourself with the Local 095 and AUPE Policies and Procedures, the Constitution and the Collective Agreement.
* Advise the Local 095 Executive, assigned Vice President and MSO of Chapter events and invite to Chapter Council meetings as needed.
* Ensure that the Chapter membership is aware of all AUPE business and upcoming events.
* Prepare a report of activities for the Chapter AGM.
* Build an active membership with the help of the Chapter Council and Local Executive.
* Ensure that you forward any information from the Local Executive to your Chapter membership as instructed by the Local Executive.
* Be one of three signing authorities for the Chapter bank account.

Vice Chair:

* Shall assist the Chair in the execution of their duties and may act on their behalf when authorized.
* Shall carry out duties assigned by the Chair and fully participate in all Chapter activities.
* Shall act as the Chair in his or her absence.
* Prepare a report for the Chapter AGM.
* Be one of three signing authorities for the Chapter bank account.

Secretary:

* Shall ensure that there is an attendance sheet, copies of the agenda and minutes are distributed at every meeting.
* Shall ensure that accurate minutes are kept for all meetings and will forward the minutes to the Local Chair and the Local Secretary.
* Shall have custody of copies of all minutes and attendance sheets.
* Shall assist the Chapter Chair in maintaining a current and accurate fan out list of the Chapter membership.
* Prepare a report for the Chapter AGM.

Treasurer:

* Shall act as the Financial Officer for the Chapter.
* Shall prepare an annual budget for presentation to the Chapter at the AGM.
* Shall keep all financial statements and accounting records up to date.
* Shall liaise with the Chapter Chair and the Local Treasurer.
* Prepare a report for the Chapter AGM.
* Be one of three signing authorities for the Chapter bank account.

Secretary/Treasurer:

* Is a combined position of the above and is decided at the Chapter AGM if the two positions will be combined.

Council Representative:

* Represents the interests of 100 members of their Chapter at the Local Council meetings.
* Attends Local Council and Chapter Council meetings every second month. Shall not miss more than three consecutive meetings without just cause. Shall send their regrets to the Chapter Chair, Local Chair and Local Secretary if they are not able to attend a Local Council meeting. Regrets for the Chapter Council meetings to the Chapter Chair.
* Report on Local and Chapter Council meetings to their 100 members.
* Form their own fan out lists for their worksite.

Convention Nominee:

* At the Chapter AGM Convention Nominees are elected to attend the AUPE Annual Convention that is held in Edmonton in October of every year.
* One Convention Nominee is elected for every 100 members or a portion thereof from the Chapter membership.
* The names of the Convention Nominees are sent to the Local.
* Delegate names are announced at the Local Annual General Meeting that is held in May of every year.
* Once you are chosen as a Convention Delegate by the Local your name will appear on the list that is submitted to AUPE headquarters in Edmonton. You will be notified by either your Chapter Chair or the Local Chair that you are a confirmed Convention Delegate and will receive a convention package from AUPE headquarters prior to convention.
* Once you have been named a Convention Nominee you must request time off from your employer as soon as possible. The dates for the 2019 AUPE Convention are October 16-19, 2019.

OH&S Representative:

* Attend the meetings of the Local Occupational Health & Safety Sub-Committee.
* Represent the interest of all members of all members of the Union.
* Be a worksite contact.

More information regarding these positions can be found in the AUPE Constitution under Article 18 – Component Officer.