

UWOSA 2022 CALL FOR NOMINATIONS

The following positions are up for election for the 2022-2024 electoral term.
All terms run from May 1, 2022 to April 30, 2024 and are renewable.

Members can only run for ONE of the following offices and must complete a self-nomination form to be considered:

Executive Positions – all members in good standing may be nominated for Executive positions.

President (full release)
Vice President (full release)
Chief Steward (full release)
Membership Services Officer
Secretary
Treasurer
Health and Safety Officer

Steward Positions – all members in good standing may be nominated for a Steward position. As per the UWOSA Bylaws, 3.3.3 Rules for Candidates, a) ii): Candidates standing for Area Steward positions must work in the areas to be represented

ACVS, Robarts
Arts & Humanities, Music
Dentistry
Education
Engineering
Facilities Management
Finance, HR, ITS, IPB
Health Sciences
Housing & Hospitality Services
Information & Media Studies
Ivey

Law
Libraries (2)
Medicine - Basic Clinical
Medicine - Basic Science
Medicine - Dean's Office
Retail Services
Science (2)
Social Science
Student Services
VP External, VP Research

Duties of the Executive Positions: Per Article 7 of the UWOSA Constitution:

7.3 The **President** shall perform various roles in the Association including leader, administrator, chief executive officer and spokesperson for the Association, and is responsible for overseeing internal communication to the membership, issuing union cards and welcoming new members. She/he shall be a voting ex-officio member of all Committees unless otherwise specified. She/he shall be kept informed of all daily happenings in the Association. The President shall ensure compliance with the terms and provisions of the Bylaws and Constitution by the Officers of the

Association, Stewards, and members of the Association. The President shall coordinate the ongoing training and education of elected officials and shall provide education and development opportunities to the general membership. The President may sit on the Negotiations Committee and Negotiating Team. She/he shall work toward an atmosphere of teamwork with the Executive Committee, the Stewards Council and the membership. She/he shall consult with the Executive Committee, or when the committee is not in session, with the members of the Executive Committee, concerning decisions or actions to be taken on behalf of the Association. The President shall also be responsible for the recruitment of members to fill vacant Executive positions between elections and shall work to ensure that all such positions are filled. In no event shall the President permit the business of the Association to suffer neglect or inaction. She/he shall supervise the affairs and operations of the Association and have the other powers and duties from time to time prescribed by the Executive Committee or incident to his/her office. **The term of office for the President shall be two (2) years and is renewable.**

7.4 The **Vice President** chairs both the Negotiating Committee and the Constitution and Bylaw Committee. Also the Vice President or his/her nominee acts as the chair of the Negotiating Team. The Vice President shall co-Chair the Membership, Newsletter and Social Committee and shall be responsible for the newsletter portfolio. As such, The Vice President shall act as the Managing Editor for the newsletter of the Association and is responsible for any associated sub-committee. During the absence of the President, the Vice President will exercise the duties and powers of the President. The Vice President shall also perform other duties from time to time prescribed by the Executive Committee or incident to his/her office. **The term of office for the Vice President shall be two (2) years and is renewable.**

7.5 The **Chief Steward** shall be responsible for coordinating and supervising all grievances under the collective agreement. He/she shall report all complaints of any violation of any of the provisions of the collective agreement to the Executive Committee. He/she shall assist in the preparation, filing, review and presentation of grievances under the direction of the Executive Committee. He/she shall attend all policy grievances as well as those grievances which proceed beyond Step One. The Chief Steward will sit on the Negotiations Committee and Negotiating Team. During the absence of the Vice President, the Chief Steward may exercise the duties of the Vice President. The Chief Steward shall also be responsible for the recruitment and orientation of members to fill vacant Council positions between elections, including Alternates, and shall work to ensure that all such positions are filled. The Chief Steward shall also perform other duties from time to time as prescribed by the Executive Committee or incident to his/her office. **The term of office for the Chief Steward shall be two (2) years and is renewable.**

7.6 The **Membership Services Officer** shall co-Chair the Membership, Newsletter and Social Committee and shall be responsible for the membership and social portfolio. The Membership Services Officer shall also perform other duties from time to time prescribed by the Executive

Committee or incident to his/her office. **The term of office for the Membership Services Officer shall be two (2) years and is renewable.**

- 7.7 The **Secretary** shall attend all meetings of the Council and of the Executive Committee and all membership meetings of the Association to record all facts and minutes of those proceedings. He/she shall be responsible for the distribution of notices required to be given to members and to Stewards. He/she shall be the custodian of the books, papers, records, correspondence and documents belonging to the Association and shall perform other duties from time to time prescribed by the Executive Committee or that may be incident to his/her office. The Executive Committee may delegate any or all of the duties of this position to an employee of the Association or a member of the Stewards Council. **The term of office for the Secretary shall be two (2) years and is renewable.**
- 7.8 The **Treasurer** shall review all receipts and disbursements of the Association and report such to the Stewards Council by way of a monthly income/expense report. Such review shall ensure expenditures are made only in accordance with the budget as approved in Bylaw 11.3. In addition, the Treasurer shall render, whenever required of him/her, an account of the financial position of the Association. The Treasurer shall ensure that a full and accurate account of the financial transactions of the Association are recorded in proper books of account and that all monies or other valuable effects are deposited in a timely fashion in the name and to the credit of the Association in the bank or banks designated by the Council or Executive Committee. He/she shall annually prepare a budget in accordance with Bylaw 5.2.6. Such budget will be constructed from the written submissions of individual budget line holders and will be recommended by the Finance Committee to the Stewards Council for final approval by the members of the Association. He/she shall co-operate with the auditors of the Association during any audit of the accounts of the Association and perform other duties from time to time prescribed by the Council or Executive Committee or incident to his/her office. Any or all of the duties of this position may be delegated to an employee of the Association (or another member in good standing of the Association) with the approval of the Council. **The term of office for the Treasurer shall be two (2) years and is renewable.**
- 7.9 The **Health and Safety Officer** is responsible for advancing Health and Safety issues. The Health and Safety Officer serves as Chair of the ad hoc Health and Safety Committee, and as a UWOSA representative on the UWO Joint Occupational Health and Safety Committee. **The term of office for the Health and Safety Officer shall be two (2) years and is renewable.**

Duties of the Stewards Council - Per Article 8 of the UWOSA Constitution

- 8.1 Definition

- 8.1.1 The Stewards Council (Council) shall vote on matters concerning the general membership of the union between meetings of the General Membership. Such matters shall normally be presented to the Council by the Executive Committee in the formal agenda. Individual members of the Stewards Council may also bring forward material for discussion and voting at council meetings.

- 8.1.2 The Stewards Council (Council) shall review the affairs of the Association, approve those items specified in the Constitution and Bylaws, administer the affairs of the Association, and receive reports from standing and special committees. The Council may make contracts on behalf of the Association, delegate powers to the Executive Committee and delegate administrative powers to officers and committees. The Council is accountable to the general membership. Operation of the Council shall be in accordance with the applicable provisions of the Constitution and Bylaws.

- 8.1.3 The Stewards Council shall receive a full report on the affairs of the Association from the President or his/her designate from the Executive Committee at each Council meeting.

The Elections Committee would like to encourage all members to consider the health of the Association in the long term. A robust and active membership will ensure that the benefits we all enjoy continue on for new and future members.

Should you have any questions or would like more information, please contact me at elections@uwosa.ca.

Connie,

Connie Sutherland, Chair
UWOSA Elections Committee