

# UWOSA 2024

## CALL FOR EXECUTIVE AND STEWARD NOMINATIONS

The following positions are up for election for the 2024-2026 electoral term. All terms run from May 1, 2024 to April 30, 2026 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:
- Enforce the provisions of the Constitution and Bylaws

- In the absence or incapacity of the Chief Steward, perform the duties of the Chief Steward until one can be appointed as per Article 5 of the Constitution
- Appoint committees not otherwise provided for in the current Constitution and Bylaws
- Preside over, when present, all Executive Committee meetings and provide a report
- Attend General Membership Meetings and provide a report
- Attend Steward Council meetings and provide a report
- Attend all standing committees as ex-officio, with voting privileges
- Supervise the affairs and operations of the union with the Executive Officers
- Obtain authorization to sign cheques for the Association
- Liaise with the legal team for all grievances
- Chair the Training and Education Committee
- Act as co-spokesperson with the Vice President and Chief Steward on internal communication to the membership
- Act as primary spokesperson for external communication on the Union's behalf with the majority of approval from the Executive Committee
- Establish and strengthen relationships with other unions on campus and unions in the community at large
- Establish a climate of enthusiasm and openness with Executive Officers
- Consult with other Executive Officers concerning decisions or actions to be taken on behalf of the Association
- Responsible for the recruitment of members to fill vacant Executive positions between elections
- Serve as member of the Negotiations Team and Strike Preparedness Committee
- Coordinate and provide ongoing and current training and education to Executive Officers and when applicable committee chairpersons
- Delegate equal work distribution of open case files
- Ensure the business of the Association does not suffer neglect or inaction
- The term of office for the President shall be two (2) years and is renewable

#### 7.4 The Vice President shall perform various duties in the Association:

- In the absence or incapacity of the President performs the duties of the President
- Attend Executive Committee and Steward Council meetings and provide a report
- Attend General Membership Meetings and provide a report
- Chair the Negotiations Committee and Negotiations Team
- Co-Chair the Membership, Newsletter, and Social Committee
- Obtain authorization to sign cheques for the Association
- Liaise with the legal team for all grievances
- Serve as the editor for the membership newsletter
- Maintain the UWOSA website with messages approved by the Executive Committee
- Serve as secondary spokesperson for external communication on the Union's behalf with the majority of approval from the Executive Officers

- Assist the President to establish and strengthen relationships with other unions on campus and unions in the community-at-large
- Assist the President to establish a climate of enthusiasm and openness with Executive Officers
- Assist the Chief Steward to establish a climate of enthusiasm and openness with Stewards
- Coordinate and provide ongoing training and education where applicable to committee chairpersons.
- Ensure the business of the Association does not suffer neglect or inactions
- The term of office for the Vice President shall be two (2) years and is renewable

7.5 The Chief Steward shall perform various duties in the Association:

- In the absence or incapacity of the Vice President, may perform the duties of the Vice President
- Serve on the Negotiations Committee and Negotiations Team
- Serve on the Strike Preparedness Committee
- Serve on the Education and Training Committee
- Preside over all grievances under the collective agreement
- Attend Executive Committee and Stewards Council meetings and provide a report
- Attend all individual grievances and all policy grievances with the President and/or the Vice President unless another full time Officer is designated
- Attend General Membership Meetings and provide a report
- Establish and strengthen relationships with other unions on campus and unions in the community-at-large
- Assist the President to establish a climate of enthusiasm and openness with Executive Officers
- Obtain authorization to sign cheques for the Association
- Liaise with the legal team for all grievances
- Maintain legal opinions, memorandums of agreement, memorandums of settlement, and letters of understanding for the Association
- Coordinate and provide ongoing training for new and returning Stewards for Stewards Council
- Responsible for the recruitment and orientation of members to fill vacant Council positions between elections, including Alternates, and shall work to ensure that all positions are filled
- Ensure the business of the Association does not suffer neglect or inactions
- The term of office for the Chief Steward shall be two (2) years and is renewable.

7.6 The Membership Services Officer shall perform various duties of the Association:

- Attend all Executive Committee, General Membership, and Steward Council meetings and provide a report
- Populate the website with social and volunteer opportunities for members
- Assist the President with welcoming new members to the Association
- Assist the Vice President with the quarterly newsletter
- Assist the President and Vice President to establish and strengthen relationships with other unions on campus

- Assist the Chief Steward to build a united, organized Stewards Council
- Assist the Negotiations Committee and Strike Preparedness Committee with communications to the membership
- In the absence or incapacity of the Health and Safety Officer, the Membership Services Officer may perform these duties until the Health and Safety Officer returns.
- The Term for the Membership Services Officer shall be two (2) years and is renewable.

7.7 The Secretary shall perform various duties of the Association:

- Attend all Executive Committee, General Membership, and Steward Council meetings and provide a report
- 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
- Responsible for maintaining the records of membership attendance at meetings
- Responsible for the distribution of notices required to be given to members and to Stewards
- Maintain the books, papers, records, correspondence and documents belonging to the Association using the Associations Record Retention and Destruction policy
- In the absence or incapacity of the Treasurer, the Secretary may perform these duties until the Treasurer returns.
- The term of office for the Secretary shall be two (2) years and is renewable

7.8 The Treasurer shall perform various duties of the Association:

- Attend all Executive Committee, General Membership, and Steward Council meetings and provide a report.
- Chair the Finance Committee
- In the absence or incapacity of the Secretary, may perform the duties of the Secretary, until his/her return.
- 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 12.3.
- Disseminate the variance of each account of the financial position of the Association.
- Oversee full and accurate accounts 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.
- Prepare an annual budget in accordance with Bylaw 12.3. Such budget will be constructed from the written submissions of the Executive Committee and will be recommended by the Finance Committee
- Oversee the auditors of the Association during any audit of the accounts of the Association.
- The term of office for the Treasurer shall be two (2) years and is renewable.

7.9 The Health and Safety Officer shall perform various duties of the Association:

- Attend all Executive Committee, General Membership, and Steward Council meetings and provide a report.
- Review all Accident and Incident reports and follow up with member(s).
- Attend the UWO Joint Occupational Health and Safety committee as the UWOSA representative and bring forward approved questions, comments, concerns from the Executive Committee
- In the absence or incapacity of the Membership Services Officer, may perform the duties of the Membership Services Officer until his/her return.
- 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 [elections@uwosa.ca](mailto:elections@uwosa.ca).

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