

VI. POSITION DESCRIPTIONS: **MEMBERS OF FPSE EXECUTIVE**

1. PRESIDENT

1.1 FUNCTION

Chief executive officer and presiding officer at General Meetings and meetings of the Executive Committee and the Presidents' Council. Responsible to the Presidents' Council and General Meetings.

Authority to interpret the Constitution, By-Laws, Policies and other resolutions subject to the decisions of the Presidents' Council and General Meetings.

Primary spokesperson for the organization and its representative to internal constituencies and members, to external organizations and agencies, and to government.

1.2 DUTIES

To ensure the carrying out of policy through the Committees and provincial bodies of the organization.

To assign and supervise, in consultation with the Secretary-Treasurer, the work of Staff Representatives.

To recommend to the Executive Committee the hiring, continuance and termination of employees.

With the assistance of the Secretary-Treasurer, to co-ordinate and organize the Annual General Meeting and Convention.

To make the final decision, subject to appeal procedures, on the provision of legal and representation services to members.

To oversee the relations between the Bargaining Co-ordination Committee and both the Executive Committee and the Presidents' Council.

To implement the public relations and education analysis functions of the organization.

To provide for an annual orientation of the Presidents' Council.

To act as publisher of the organization's bulletins and other publications, and to develop and implement a comprehensive communication strategy.

(Presidents' Council: 1996)

2. SECRETARY-TREASURER

2.1 FUNCTION

Chief financial officer and secretary responsible to the Presidents' Council and the Annual General Meeting.

Authority to administer the annual budget of the organization, cause the financial records to be kept and maintained, cause the revenues of the organization to be collected, maintain an inventory of the assets of the organization, authorize and ensure an annual audit to be submitted to the Annual General Meeting. To ensure an appropriate investment strategy for the organization, including the investment of assets comprising the Operating Reserve and the Strike/Lockout Defence Fund.

Along with the Vice-President, to represent the organization and speak on its behalf as delegated and authorized by the President.

The Secretary-Treasurer shall be a fully participating member of the Executive Committee and shall be a member of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote.

2.2 DUTIES

To ensure that each Standing Committee of the organization develops a work plan and reports regularly to the Presidents' Council.

To manage the internal human resources responsibilities of the organization with respect to staff and to assign and supervise, in consultation with the President, the work of support staff.

To provide for the negotiation of collective agreements on behalf of the organization.

To administer the hiring, evaluation, and disciplinary procedures and to make recommendations to the President.

To assist in the co-ordination and organization of the Annual General Meeting and Convention.

To chair the Grievance and Arbitration Review Committee.

To oversee the relations between the Contract Administration Review Committee and both the Executive Committee and the Presidents' Council.

To implement the labour relations research and record-keeping functions of the organization.

To provide for annual training of persons at the member locals with primary responsibility for the following: bargaining (e.g., negotiators), contract administration (e.g., chief stewards), and financial administration (e.g., treasurers).

To assist the President in the implementation of an effective communications policy.

(Presidents' Council: 1996)

3. VICE-PRESIDENTS

The Vice-Presidents shall be fully participating members of the Executive Committee and shall be members of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote.

Responsibilities shall be as mutually agreed by the President and Vice-Presidents or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

*(Presidents' Council: 1996)
(1990 AGM)*

*(Presidents' Council: 1982)
(Executive Committee: 1982)*

4. PAST PRESIDENT

The immediate Past President shall be a fully participating member of the Executive Committee and shall be a member of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote. In the event that the Past President should be elected as Vice-President or as Secretary-Treasurer, the duties and responsibilities of the positions shall be combined and one vote permitted in the Executive Committee during that year.

The Past President may serve on any standing or ad hoc committee or represent the Association by mutual agreement between the Past President and the President or the Executive Committee. All designated or agreed duties and responsibilities of the Past President will cease at the next Annual General Meeting.

Further responsibilities shall be as mutually agreed by the President and Past President or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

(Presidents' Council: 1996)

*(Presidents' Council: 1982)
(Executive Committee: 1982)*

5. MEMBERS-AT-LARGE

Each Member-at-Large shall be a fully participating member of the Executive Committee.

Responsibilities shall be as mutually agreed by the President and the Member-at-Large or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

(Presidents' Council: 1996)