GENERAL	FREQUENCY	TIMELINES
Manages, in conjunction with Local President, all financial affairs of the Local.	Ongoing	
Submits and approves account payables and receivables in DMS; reviews and approves expense claims and LOA's submitted by Local Exec and Committee members; reviews and maintains weekly and monthly financial reports from Centralized Accounting.	Twice monthly	
Prepares, in conjunction with Local President, Local's annual budget.	Yearly	Prior to Local AGM
Coordinating venue, catering, and A/V requirements for Local meetings.	Quarterly	
Assist Local President with duties including, but not limited to: providing office and telephone coverage; responding to emails; attending meetings; and following up with members.	As Needed	Reviewed at least once per year.
Attends, in conjuction with members of Local Executive, Meet & Greets with Local members at their respective sites.	As Schedule permits	
Assumes other duties as assigned by Local President.	As determined by Executive	

COMMUNICATION	FREQUENCY	TIMELINES
Checks UNAnet regularly for: emails and faxes; Union updates and documents; draws and activities.	Daily to 3-4 times/week	
Maintains financial communications with Centralized Accounting, Provincial Office, Executive, Committee members, and Funded Members for conferences/events/meetings.	Ongoing	
Track ballots/draws/winners for locally funded Board/NCD meetings, conferences, and honourariums.	Quarterly	
Submits expenses to DMS	Biweekly/Monthly	

COMMITTEES	FREQUENCY	TIMELINES
Chairs Local Education Committee and communicates with Education Committee via Eduation email	Ongoing	
Organizes Local Education Committee meetings.	As Needed	
Provides ongoing support and facilitates training to meet the learning needs of Local Education Committee members.	Ongoing	
Plans and coordinates venue, speakers and catering for Education events.	As needed	
Communicates and provides support to Local Executive and Committee members	As needed	
Create, maintain education funding application form. Reviews requests for education funding and manages approval and transfer of funds.	As Needed	
MEMBER REPRESENTATION	**FREQUENCY**	**TIMELINES**
In collaboration with and during absence of the Local President, represents Local members at the following meetings, including but not limited to: Grievance and Arbitrations; Return to Work (RTW); Duty to Accommodate (DTA); Investigation and Discipline; Workers Compensation Board (WCB).	As needed	
MEETINGS	**FREQUENCY**	**TIMELINES**
Local General Meetings & Local AGM		
Reviews and edits minutes from previous meeting.	Quarterly	
Attends Local General meetings and Local AGM.		
Prepares and presents current Treasurer and Education Committee reports to Local members.		

Presents Annual Treasurer's Report, including Local Annual Budget and Local EITF budget at Local AGM.	Yearly	
MEETINGS - *Continued*	**FREQUENCY**	**TIMELINES**
Local Executive Meetings		
Reviews and edits minutes from previous meeting.	4 full days/yr & Evenings as Needed	
Attends Local Executive meetings.		
Prepares and presents current Treasurer and Committee reports to Local Exec.		
North Central District (NCD) Meetings		
Attends NCD meetings.	As needed	Determined by Exec.
Provincial Board Meetings		
Attends Provincial Board meetings.	As needed	Determined by Exec.
Provincial AGM		
Attends Provincial AGM as a Voting Delegate.	Yearly	
Provincial Demand Setting Meetings		
Attends Provincial Demand Setting meetings as a Voting Delegate.		As per Negotiation