



YUKON EMPLOYEES' UNION
Local President POSITION DESCRIPTION

Part 1 – Identifying data

Position title: Local President

Supervisor's title: YEU President

Date completed: October 11, 2022

Part 2 – Summary of Position

The local President, under the direction of the YEU President and Vice President (s) is responsible for representing the local, and being the face of the union in the workplace. They represent union members in negotiations with management, advocate for their interests, and help resolve disputes between employees and management.

The President may also be involved in other activities such as organizing new members or educating current members about benefits and services provided by the union, as well as providing orientation sessions to new members in accordance with the relevant articles in the collective agreement, as well as providing representation to the membership for fact findings, grievances, and situations where a member requires representation and other stewards are unavailable to provide representation.

Part 3 – Duties and Responsibilities

- Act as chairperson or designate a chairperson at the Local Executive meetings and of designated Local Executive Standing committees as outlined in the local bylaws
- Act as the Union representative in all matters for which they have been authorized by the Local Executive or general membership;
- Perform such other duties as are within the authority of responsibilities of presiding officers
- Ensure representation at all PSAC and YEU conferences, AGMs, triennial meetings, etc;
- Ensure financial obligations are met as directed by the members at the Annual General Meetings or Special General Meetings;

- Ensure budgets and expenditures are reported on by the Treasurer;
- Ensure Union dues are paid to Local by component as dictated through PSAC policies and agreements;
- Ensure banking information is kept up-to-date and signing authorities are discussed, agreed upon by the Executive Team and updated at the bank;
- Ensure contracts, agreements, travel, reimbursements, training are adhered to and paid out as required;
- Ensure all financial requests are voted on by the Executive and a quorum is present;
- Present a report of all actions taken by Local Executive on behalf of the Union during their term of office;
- Mentoring Local Shop Stewards by providing advice for fact finding meetings and assisting them with Local matters/questions raised by members.
- Be a member, ex-officio, of all Standing and/or sub-committees established by the Local Executive;
- Encourage interest in the Shop Steward role by explaining the benefits and opportunities available to interested members.
- Research current issues affecting the Yukon Government workplaces represented by the Local to remain current on workplace and labour issues.
- Attend Joint Occupational Health and Safety Committee meetings as directed by the Vice President of YEU or other meetings to engage members and to promote and reinforce the needs of the membership, travelling to communities as required.
- Communicate with Chief Shop Stewards, the Local Executive and the YEU Shop Steward Advisor and YEU Training Officer, on the coordination and development of the Local Shop Steward network and to coordinate mentoring of new Local Shop Stewards.
- Refer Shop Stewards and members to appropriate training or representation resources when required.
- In exceptional circumstances, attend fact finding meetings with members in the absence of an available Shop Steward or Chief Shop Steward.
- Use effective interpersonal skills to communicate complex and sensitive information.
- Participate in professional development activities to improve knowledge and skills.
- Present a positive image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Ensure that the local page on the YEU website is up to date and accurately reflects the composition of the executive and the business of the local.

- Attend Yukon Federation of Labour meetings and advocate for the interests of the membership, and report back to the Executive and membership
- Attend all PSAC Yukon Area Council Meetings, advocate for the interests of the membership, and report back to the Executive and membership
- Ensure work site visits are taking place to keep up the Union's presence
- Ensure Union Board's are being updated

Part 4 – Contacts

YEU Elected Leadership	Guidance and mentorship Provide information and reports, as requested
Executive Director	To receive direction, discuss training plans Provide information and reports, as requested
Members	General Queries Initial assessment of workplace issues Orientation to the union Meet and Greet meetings
Labour Relations Advisors	To seek advice re: opening and closing cases as well as to seek assistance analyzing workplace issues raised by members/Shop Stewards Discuss workplace trends affecting representation Discuss assignment of Shop Stewards
Intake Team	To coordinate caseloads and the status of Shop Stewards
Education Officer	Collaborate on day-to-day challenges Discuss Shop Steward training opportunities
Shop Steward Advisor	Collaborate To develop the Shop Steward network Discuss Shop Steward issues Identify workplace trends that may need attention from YEU
Local Executives and Chief Shop Stewards	Collaboration on training initiatives for Shop Stewards and to support capacity building at the Local level

Part 5 – Specific Accountabilities

The President is the local's leader. The president is responsible for identifying problems affecting the members and proposing strategies for dealing with these problems.

In order to help the membership solve workplace problems, the President develops and implements plans to build solidarity and militancy.

To build militancy and solidarity, the President must ensure that the membership is informed about the activities of the local union, the settlements negotiated by other PSAC Locals and the programs and campaigns of YEU, PSAC and YFL.

Part 6 – Preferred Qualifications and Competencies

Qualifications

- Must be a member in good standing of the Local
- Three years related experience working in a union environment and representation
- Ability to understand, apply and explain Collective Bargaining Agreements
- Knowledge of/experience drafting grievances
- Strong writing, editing and proofreading skills
- Ability to work with people sensitively, tactfully, diplomatically and professionally at all times
- Ability to respond quickly in a dynamic and changing environment
- Ability to prioritize and manage conflicting demands
- Ability to work individually as well as part of a team
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Strong computer skills (MS Office, databases, web applications)
- Basic accounting skills (to understand financials)
- Ability to adapt to new technology

Competencies

- Influence - able to motivate others and generate enthusiasm for the organization's objectives
- Adaptability - Adapts and responds to changing conditions, priorities, technologies, and requirements.
- Innovative - Able to think outside of the box in order to develop creative training solutions or products that meet current and future needs.

- Ownership - Takes pride in the work that is accomplished and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly.
 - Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
 - Communication - Expresses and transmits information with consistency and clarity.
 - Continuous Improvement - Strives to improve job responsibilities through developing skills and increasing knowledge.
 - Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
 - Time Management - Balances a myriad of tasks; prioritizes duties as needed.
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Part 7 – Working Environment

- Interaction with staff, management, union members, and Local and Component Executive members
 - Potential for conflicting priorities and direction from more than one source
 - Flexible hours that may include evenings and weekends
 - Occasional overnight travel
 - Working in a busy office environment with frequent interruptions
 - Interaction with others under varying circumstances, including situations of a highly sensitive nature
 - Must have a Class 5 Driver's License and be able to drive long hours
 - Operation of desktop computer and other office equipment
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