



Local Responsibilities

For each responsibility listed in the table on the next pages, indicate **who leads this work**:

- President
- Vice-President
- Secretary
- Treasurer
- Chief Steward
- Another executive member (specify)
- Appointed Local Member
- Local Member(s)

Examples:

Responsibility	Who Leads This Work
Recruits and trains Stewards	<i>Chief Steward</i>
Chairs local meetings	<i>President</i>
Records and distributes minutes	<i>Secretary</i>
Attends Labour-management consultation meetings	<i>President</i>

Local Responsibilities

Responsibility	Who Leads This Work
Recruits and trains Stewards	



Chairs local meetings	
Records and distributes minutes	
Attends Labour-management consultation meetings	
Handles grievances	
Signs up Rands	
Collects and deposits Local funds	
Prepares and presents financial reports	
Maintains a current list of Local members' contact info	
Handles staffing related recourses	
Interprets Local by-laws	
Chairs Local committees	
Recruits' members to take union courses	
Negotiates return to work protocol for workers with disabilities	



Ensures the workplace and Local is barrier-free for members from equity-seeking groups	
Reports on Joint Occupational Safety & Health (JOSH) decisions to the Local	
Requests input from the Local to the JOSH	
Attends JOSH meetings	
Opens, distributes, and files the mail	
Maintains the Local files	
Publishes a Local newsletter	
Coordinates membership participation on picket lines, rallies, campaigns, etc.	
Ensures compliance with Local expenditure guidelines	
Organizes workplace union training	
Posts union notices, posters, etc. on the bulletin board	
Attends Component / Regional conferences and activities on behalf of the Local	
Submits Local resolutions to convention	



Attends conventions on behalf of the Local	
Negotiates with local management	
Organizes Local strike structure	
Conducts workshops for Local members	
Is anti-harassment Coordinator for the Local	
Monitors and enforces Employment Equity Plan	
Liaises with other unions and community groups	
Co-ordinates participation in PSAC Regional Committees	
Pays Local bills	
Co-ordinates submission of Local bargaining demands	
Attends District Labour Council and Area Council meetings on behalf of the Local	
Ensures that the employer respects the collective agreement	



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Interprets the Local's computer printout	
Research grievances	
Facilitates new-member orientation sessions	
Prepares and posts Local meeting notice	