

Vice-President Job Description

(Excerpted from the CUPE 387 Bylaws)

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 387 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

(Article B.3.9)

All signing Officers of Local 387 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

(b) Vice-President

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- Be a member of the CUPE 387 Holdings Society and Finance Committee
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- May be one of the signing officers and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)