



CUPE Local 523

COMMITTEES

| | Members | Responsibilities |
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| Grievance Committee | <p>The Grievance Committee shall consist of the 1st Vice President (Chair), unit chair(s), and shop steward(s) involved with the grievance.</p> <p>The Grievance Committee may appoint additional member(s) if their expertise is needed.</p> | <p>The Grievance Committee shall be responsible for the completion of official grievance forms Appendix "J".</p> <p>The Chair shall submit all grievances to the Executive Board for approval prior to settling the grievance or referring it to arbitration.</p> <p>CUPE National Representative shall be an ex-officio member to this committee.</p> |
| Shop Stewards Committee | <p>The Shop Stewards Committee shall consist of the 1st Vice President (Chair), Shop Stewards and Unit Chair(s) if required.</p> | <ol style="list-style-type: none"> 1. Discuss common issues/trends; 2. Assist in maintaining Local 523 interpretation binder; 3. Develop strategies on specific issues; 4. Assist in providing shop stewards with training opportunities |

Occupational Health and Safety Committee

The Occupational Health & Safety Committee shall be comprised of the President or delegate, and up to two (2) OH&S representatives from each unit.

1. Provide educational information through the Local newsletter and website.
2. Organize Day of Mourning (April 28th) event(s) for the Local;
3. Organize workshops for CUPE Education to be made available to members.
4. The Chair of the committee shall provide an written/oral report at general meetings.
5. Liaise with Health and Safety joint committee representatives in their units and report to committee.
6. Track and report on all Work safe BC investigations/reports in the Local.

Communications Committee

The Communication Committee shall be comprised of the 2nd Vice President (Chair), Recording Secretary and one (1) member from each unit.

1. Manages the local's newsletter and other printed materials and the local website and social media sites.
2. Maintain record of all Local 523 membership bulletin boards;
3. Assist in distribution of printed materials.
4. Make recommendations for Local 523 promotional items.
5. Coordinates outreach with other campaigns where CUPPE 523 takes a stand.
6. Disseminate Union informational packages.
7. Other duties as assigned.

Good & Welfare Committee

The Good & Welfare Committee shall comprise of the 3rd Vice President (Chair) and one (1) member from each unit.

The Good & Welfare Committee shall be dedicated to supporting all members of CUPE 523 by providing recognition of those special events and other circumstances in accordance with guidelines developed by the committee. The Good & Welfare Committee shall inform the Recording Secretary of any member personal information changes such as address change. Good & Welfare shall be offered in accordance with Appendix "G".

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| <p>Entertainment Committee</p> | <p>3rd Vice President and three (3) other elected members. Subcommittees may be created on an ad-hoc basis to organize events.</p> | <p>It is the function of this committee to arrange and conduct and promote, in conjunction with the affected unit(s), all social and recreational activities of the Local, either on the committees own initiative, or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership, as required.</p> |
| <p>Education Committee</p> | <p>The Education Committee shall be comprised of 2nd Vice President (Chair) and no less than one member per unit.</p> | <p>The Local recognizes the value of Union education and shall provide appropriate educational opportunities to members in good standing. The Education Committee shall be responsible for requesting and promoting educational opportunities within the local. See appendix "H".</p> |
| <p>Negotiating Committee</p> | <p>As per CA (Collective Agreement) appointed position</p> | <p>The Negotiating Committee shall be in accordance with the terms of the respective Collective Agreements prior to the expiry date o f the respective Collective Agreements, the respective Negotiating Committee, in consultation with the representative of the Canadian Union of public Employees, shall prepare proposals for a new agreement.</p> |