Unit Chair

The duties of the Unit Chair are as follows:

1. to chair the meetings of the unit’s various structures, to preside over discussions, to share necessary information and explanations regarding the issues and motions being discussed by the meeting. The Chair must temporarily abandon the chair to another executive if she wishes to take a position in a debate;
2. to oversee the proper application of the unit’s by-laws and to make sure that each officer of the unit carefully executes her duties;
3. to oversee overall unit activities and maintain a global perspective on the unit as a whole and its relationship to the union, generally;
4. to co-ordinate the work of the interim unit executive committee and its members, and to provide any relevant information, assistance or counsel to other members of the executive;
5. to co-ordinate unit communications (in consultation with the Vice Chair or Mobilization Officer);
6. to delegate and/or assign special projects or other portfolios to members of the interim unit executive committee;
7. to serve as liaison with the teaching assistants’ Executive Committee;
8. to oversee any employees of the unit;
9. to sit ex-officio on all committees of the unit.

Vice Chair and Chair of the Bargaining Committee

The Responsibilities of the Vice Chair are as follows:

1. to assist the Unit Chair in carrying out her duties;
2. to lead the unit’s delegation at negotiation sessions with the university (she may temporarily designate another to do so if needed) and guide overall negotiation strategy;
3. to convene meetings of the Bargaining Committee;
4. to convene the Bargaining Advisory Committee from time to time (in consultation with the Members-at-large) to advise on matters pertinent to negotiations;
5. to oversee the creation of the bargaining proposal document;
6. to manage the bargaining consultation process;
7. to report any developments related to the negotiation of the collective agreement back to the general membership, both between and during Unit Assembly meetings;
8. to liaise with the units’ FNEEQ bargaining advisor;
9. to work with the Mobilization Officer to determine mobilization goals in support of negotiations;
10. to attend meetings of the FNEEQ regroupment universitaire to develop links with other unions as they relate to working conditions at other institutions and the content of the collective agreement;
11. to represent the Bargaining Committee on the interim unit executive committee.

**Grievance and Internal Officer**

The Responsibilities of the Grievance and Internal Officer are as follows:

1. to record, process and respond to member requests, queries and or complaints;
2. to compare the dues list to the internal membership list, monitor the appropriate collection of union dues from all employees in the bargaining unit and prepare a monthly report of dues not collected;
3. to investigate specific incidents reported by members and maintain files and archives thereof;
4. to monitor the maintenance of working conditions while the collective agreement is negotiated;
5. to liaise with the FNEEQ union advisor or legal counsel on specific cases;
6. to serve as the primary interim unit executive committee officer responsible for constitutional negotiations with other units and the drafting of permanent by-laws.

**Mobilization Officer**

The Responsibilities of the Mobilization Officer are as follows:

1. to build relationships with members in departments and hiring units;
2. to provide for any member orientation or events related to professional or pedagogical development;
3. to liaise with the Bargaining Advisory Committee to recruit potential departmental representatives;
4. to create a workgroup with other units on areas of mutual concern;
5. to attend departmental and other events to recruit active members.

**Communications Officer**

The Communications Officer shall:

1. be proficient in both French and English;
2. take minutes of unit meetings and keep a record of all proceedings for members;
3. build relationships with members in departments and hiring units;
4. assist Deputy Vice President, Membership and Mobilization in tasks pertaining to membership and mobilization as necessary;
5. create and update website and social media content;
6. communicate with and oversee activities of webmaster;
7. develop all content to be communicated and distributed to the membership and the public.
**Executive Liberations/Compensation**

Unit Executive Committee (including the Bargaining Committee) will be paid hourly at the standard course lecturer rate, in the same manner as provided for members of the Executive Committee in the AGSEM Constitution. For the purposes of calculating the hourly rate, the FNEEQ formula (1 course = 150 hours) shall apply.