

GSU-SSG

GOVERNMENT SERVICES UNION



LOCAL OFFICER
HANDBOOK

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GETTING STARTED

THANK YOU for stepping in as a Local Officer for the Government Services Union.

Local Officers are the backbone of our union. **You** represent members in the workplace and provide leadership within your Local and all levels of the organization.

Whether you are new in your role or have been doing it for many years, union work can sometime feel overwhelming.

This handbook will provide you with an overview of your Local Officer role and responsibilities and is one of the tools that GSU is developing to help you carry out your important work.

As a Local Officer, you represent an inclusive union whose members are at the **core of its priorities.**

Thank you for contributing your time and effort to the Government Services Union.



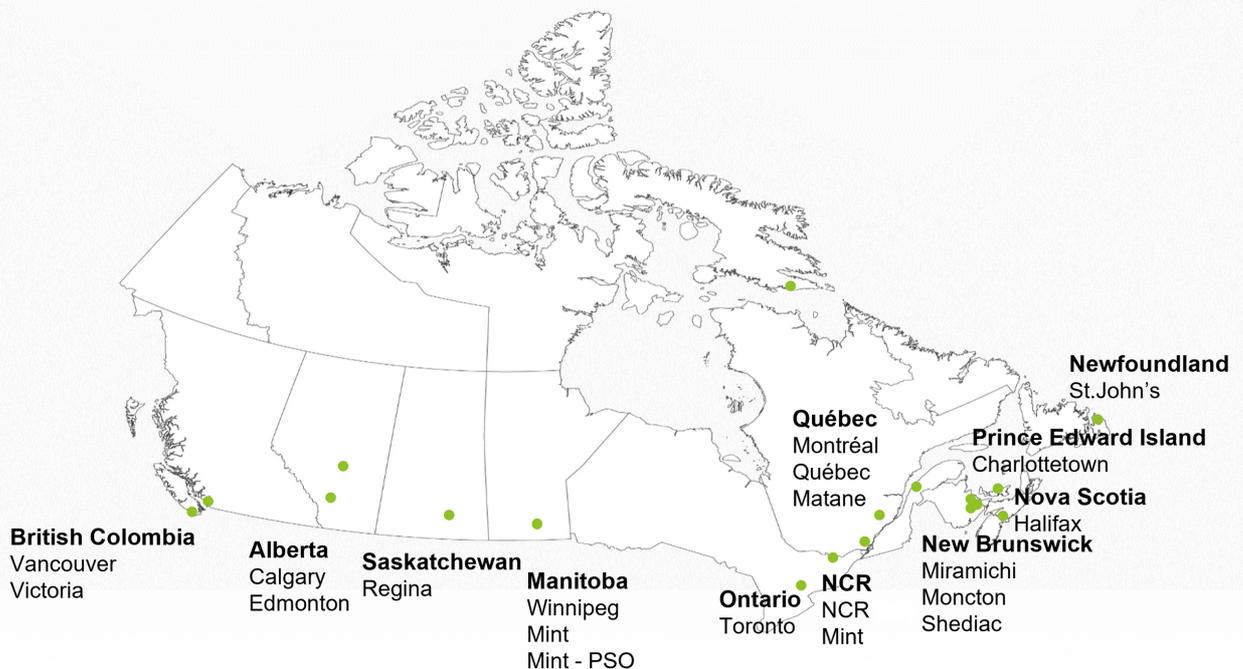
GSU STRUCTURE

CREATED AT A MERGER CONVENTION IN AUGUST 1999, **GOVERNMENT SERVICES UNION (GSU)**, IS ONE OF THE 15 COMPONENTS OF THE PSAC. A COMPONENT BRINGS TOGETHER MEMBERS WHO WORK FOR THE SAME GOVERNMENT DEPARTMENT, AGENCY OR SEPERATE EMPLOYER. **PSAC**, IN RELATION TO GSU, ACTS AS THE **BARGAINING AGENT** – IN OTHER WORDS, THEY ARE THE ONE NEGOTIATING YOUR COLLECTIVE AGREEMENT.

GSU IS ORGANIZED INTO **24** LOCALS ACROSS CANADA AND REPRESENTS OVER **10 000** MEMBERS.

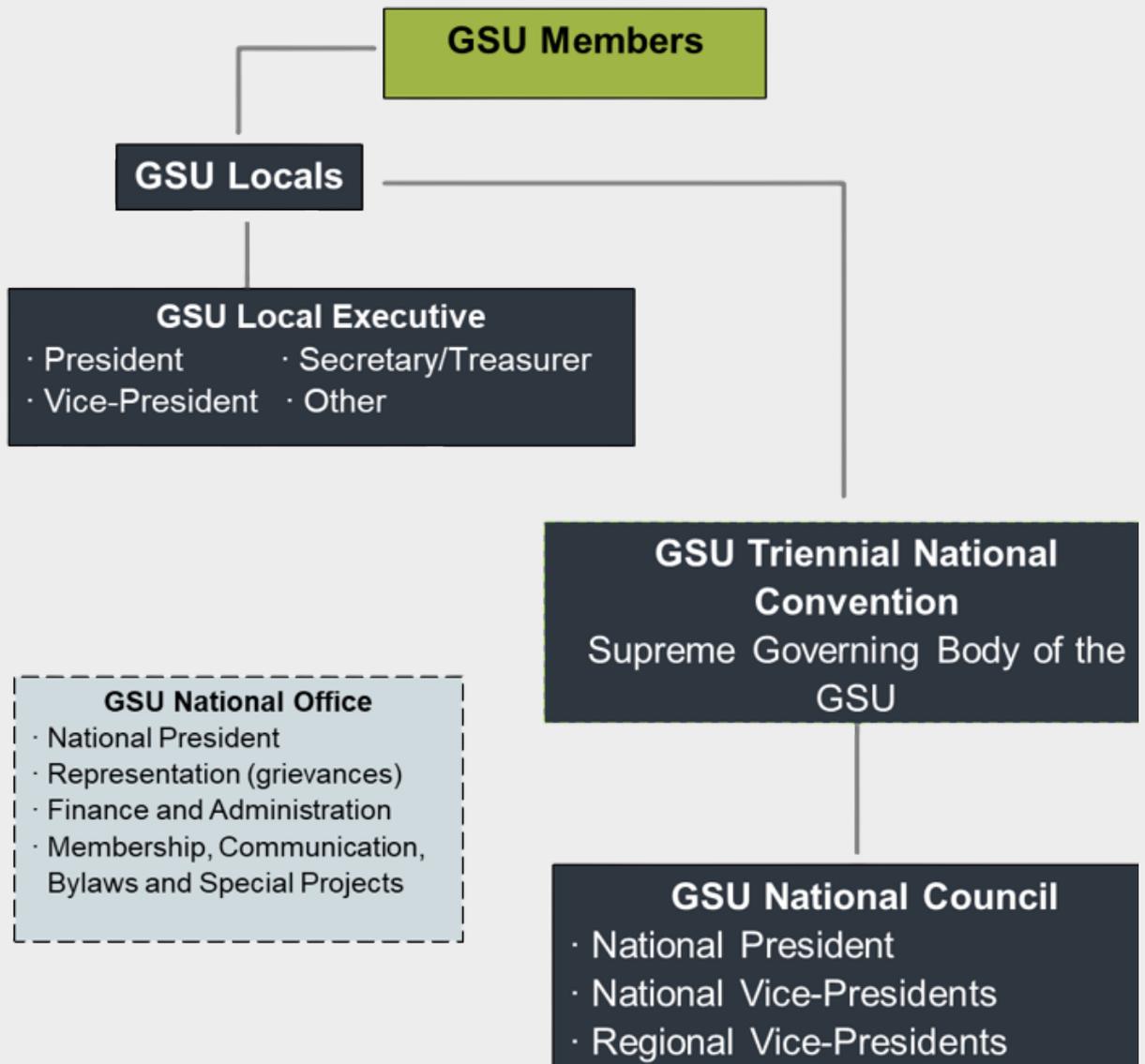
OUR MEMBERS WORK FOR PUBLIC SERVICES AND PROCUREMENT CANADA (PSPC), AS WELL AS SHARED SERVICES CANADA (SSC) WITHIN THE **PA, SV OR TC** GROUPS.

WE ALSO REPRESENT MEMBERS FROM THE **ROYAL CANADIAN MINT (RCM)**, IN BOTH OTTAWA AND WINNIPEG.



GSU'S NATIONAL COUNCIL IS ELECTED AT OUR **NATIONAL TRIENNIAL CONVENTION** FROM LOCAL DELEGATES AND IS COMPOSED OF **16 REGIONAL VICE-PRESIDENTS, 3 NATIONAL VICE-PRESIDENTS**, (ONE WITH THE EQUITY PORTFOLIO), AND THE **NATIONAL PRESIDENT**.

GSU NATIONAL OFFICE IS LOCATED IN OTTAWA AND PROVIDES MEMBERS, LOCALS AND ELECTED OFFICERS WITH ADVICE AND REPRESENTATION ON VARIOUS LABOUR RELATIONS MATTERS INCLUDING GRIEVANCES AND DISABILITY CLAIMS AS WELL AS FINANCIAL AND MEMBERSHIP SERVICES.



LOCAL ORGANIZATION

GSU LOCALS HAVE THE AUTHORITY TO ELECT THEIR OWN OFFICERS, ADOPT BY-LAWS, CONDUCT THEIR OWN MEETINGS, SET THEIR OWN LOCAL DUES RATES

You hold a position within your Local – but what exactly does it mean?

There are four core positions that need to be filled for a Local to be considered active. Except for Secretary/Treasurer that can be combined into one position, a member cannot hold more than one position on the executive.

LOCAL PRESIDENT

- Convene and preside at all meetings of the Local;
- Deal with Local Representatives of the employer on matters affecting the interests of the members of the Local;
- Participate on Regional Consultation Committees if requested by the Regional Vice-President and if approved by the GSU National President;
- Participate on GSU Standing Committees if requested by the GSU National President;
- Responsible for members' representation (grievances) in their locals.

LOCAL VICE-PRESIDENT

- Assist the President in their duties and replace the President when requested, or in the case of absence, incapacity, resignation, or death;
- Attend all meetings of the Local, including the Local Executive Committee meetings.

SECRETARY

- Keep an accurate account of the proceedings of each meeting and distribute the AGM minutes to the appropriate members and to the GSU National Office;
- Responsible for maintaining proper documents and all correspondence;
- Attend all meetings of the Local, including the Local Executive Committee meetings.

TREASURER

- Responsible for the financial records of the Local;
- Responsible for the preparation and presentation of financial statements at membership and Local Executive meetings as required;
- Ensure that an up-to-date listing of all members is kept;
- Collect all moneys payable to the Local and deposit such funds in a financial institution approved by the Local Executive Committee;
- Responsible for the disbursement of funds payable by the Local in settlement of its just debts;
- Attend all meetings of the Local, including the Local Executive Committee meetings.

In addition to the four positions mentioned above, a Local can choose to add more elected positions within their executive or outside of the executive, such as, but not limited to, a chief shop steward, a director, a communications officer.

LOCAL ORGANIZATION

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REGIONAL VICE-PRESIDENT (RVP)

Although RVPs are not part of the Local Executive, they play a crucial role in mentoring the Local executive and in helping fulfill their duties.

BY-LAWS

The Local By-laws constitute the democratic framework within which the Local operates. They must not conflict with the GSU By-Laws and/or the PSAC Constitution. In Regulation 2 of GSU By-Laws, Locals can find a framework to guide them. Locals can add By-laws, Regulations and Policies.

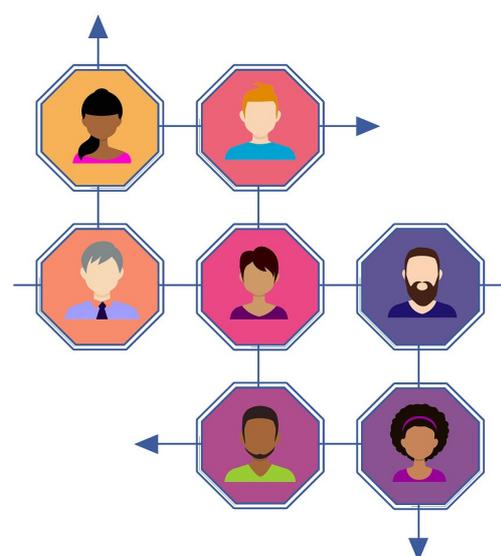
Each Local is responsible to have their own set of By-Laws. Although GSU provides a framework to guide Locals in forming their By-Laws, each Local can modify their By-Laws in order to meet their needs – as long as it does not contravene the GSU By-Laws and the PSAC Constitution.

TIPS FOR LOCAL OFFICERS

The potential for effectiveness largely depends on your ability to maximize your time and effort. One way to accomplish this is for you and the other officers in your Local to work together. Although you all have your roles and responsibilities, you are all working towards the **same goal**: creating an effective and positive union presence in the workplace.

All Local Officers are volunteers. Time management, planning and prioritizing will be key in keeping on top of your union work. Try to set some time aside every day to complete union tasks. Depending on the Local's workload, the Local may want to consider hiring someone part-time to help with some clerical tasks, as an example.

Talk with your members – the more they know about the Local activities, the more they will be interested in getting involved. **The bigger your network of volunteers is, the lower the workload for everyone involved.**



RESSOURCES

GSU WEBSITE

Representation Section

- Grievances Tools
- Disability Claim
- Staffing Complaint
- Duty to Fair Representation



Ressources for Locals

- Administration
- Finance
- Education



YOUTUBE CHANNEL

PSAC EDUCATION



Government Services Union
Syndicat des services gouvernementaux

GOVERNMENT SERVICES UNION

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