

The **Unit Vice Presidents** shall:

- preside at all unit meetings;
- sit ex-officio on the bargaining and labour management committees of their unit;
- conduct unit elections or seek volunteers for unit committees for approval at the next Local 556 meeting;
- assist shop stewards in representing members, preparing and filing grievances;
- hold meetings at least twice a year with the shop stewards of their unit;
- assure all correspondence is forwarded to the Recording Secretary;
- certify all minutes of the unit meetings and forward them to the Recording Secretary of Local 556;
- have the option of taking up to two (2) days paid leave per month to conduct unit business;
- distribute education material and assist with registration;
- liaise directly with the assigned CUPE National representative.