

This role is a member of the Halifax County Local Executive. Expenses are covered (travel, pet/child/eldercare) and there is a small honourarium for the volunteer.)

Paraphrased from our Operational Procedures (posted on our site for more information), the duties are as follows:

**Duties as related to the Local Executive**

- Conduct the business of the Local;
- Regularly attend meetings related to their role and perform duties as required;
- Present written reports to the Executive & the Local regarding their activities;
- Maintain a written record of their work and shall forward it to their successors;
- At the AGM, present an annual report based on their committee duties and goals;
- May be a member of the Halifax County Local Table Officers or the Halifax Regional Representative Council.

**5. DUTIES OF THE FIRST VICE PRESIDENT**

5.01 The First Vice President shall:

- i. assume, as needed, the role of President in his/her absence;
- ii. be a voting member of the Regional Economic Welfare Committee. As such they shall:
  - a. participate on the Regional Asking Package Committee and the Regional Negotiating Team;
  - b. present the Local's views concerning improved working conditions for members to the Regional Economic Welfare Committee.
- iii. be a member of Regional Grievance Committee;
- iv. collect and collate items for future Regional Asking Packages;
- v. chair the Economic Welfare and Resolutions Committee;
- vi. conduct a forum to collect the concerns of members no later than the conclusion of the October Council or General meeting;
- vii. oversee Halifax County Local Resolutions to Annual Council collection and submission process
  - a. forward to the NSTU Central office by the requested date, draft minutes of the General Meeting of the Local at which Council resolutions were considered by the General Membership;
  - b. complete and send all necessary documentation to Central Office regarding Annual Council (delegate information and resolutions);
  - c. report results of all Halifax County Local Resolutions to the membership.

**5.02 The First Vice President may**

i. be the chair of the Regional Economic Welfare Committee.

**Meetings / Time Commitment**

- At least 6 Local Executive Meetings
- At least 6 Local Council / General Meetings
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council
- Attend Pre-Council meeting
- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer