



President Activity Report

Format & Guidelines

Background

It is the duty of all elected officers of the Local to uphold the CUPE National Constitution, the Local's By-Laws, and the rights and responsibilities of members as outlined in the applicable Collective Agreement. In addition to specific duties outlined in the By-Laws, it is the primary responsibility of the officers to obtain and/or work towards the following objectives of the Local:

1. To secure adequate remuneration for work performed and generally advance the economic and social welfare of the Local's members and all workers;
2. To support CUPE in reaching the goals set out in Article II of the National Constitution;
3. To provide an opportunity for the Local's members to influence and shape their future through free, democratic trade unionism; and
4. To encourage the settlement, by negotiation and mediation, of all disputes between members and the employer (Local 1858 By-Laws, Article 2).

Within the Local, the President holds the ultimate responsibility for ensuring that the work of the Local is completed appropriately, including ensuring that all administrative and legal responsibilities are fulfilled. As per the National Constitution (Article B.3.1), the President does whatever is necessary for the proper functioning of the Local and to fulfill the duties of the President.

At the March 27, 2019 General Membership Meeting, the members of the Local passed the following motion:

That the President provide a written accounting of their activities on a weekly basis, to be completed three times per year, sent out via email to membership one week in advance of the April, September and December membership meetings, and presented at those meetings to membership.

The following information constitutes the format and guidelines the report will take.

Report Format

In response to this direction from membership, the President attempted to determine an appropriate format and guidelines for providing this report to the membership. Assessments were made about what information would be considered in-scope or out-of-scope of the report, and appropriate formats to ensure appropriate confidentiality is maintained as required under the privacy regulations that bind the Local.

At each General Meeting, detailed information regarding the work of the President and the Executive is reported, including information about bargaining, labour management issues, and grievance processes. This information is then captured and distributed in the minutes of each General Meeting. As a result, it seems redundant and a wasteful duplication of effort to reproduce this information in the President

Activity Report. Consequently, the Activity Report will be, as passed in the motion, an accounting of activities rather than a summary of issues or outcomes which are reported elsewhere.

In determining the appropriate reporting periods for the activity report, the President took into account annual work-flow and the impacts of typical vacation periods. As a result, the most logical reporting period for each of the reports requested is a four-month period as follows:

- **December – March**
 - To be sent out the 2nd week of April for the April GM (3rd week)
- **April – July**
 - To be sent out the 2nd week of September for the September GM (3rd week)
- **August – November**
 - To be sent out the 1st week of December for the December AGM (2nd week)

In-Scope Activities

The activities listed in the President Activity Reports encompass only specifically scheduled or extraordinary meetings and communications.

The Reports also include work on associated CUPE, affiliated labour, and VIU committees when that work is of specific benefit to the Local. An annotated list of labour management, VIU and affiliated committees the President is associated with as part of the role of President will be present in Appendix A of the Report.

Out-of-Scope Activities

The President Activity Report does not account for the general, daily administrative, research and consultative activities of the role.

In other words, the Reports do not attempt to account for the daily phone call, email and drop-in communications/consultations/requests that take place between the President and management, members, union officials, or union staff. Further, this accounting does not attempt to outline the time required for general administrative duties, research, review of materials from management, assessing and responding to requests from the employer, drafting recommendations and agreements, preparing reports and materials for significant meetings, etc.

Further, the Activity Reports do not include activities associated with any personal and/or professional activities that the President might be involved in as an individual for VIU, for CUPE, or for outside organizations. Any reports the President is required to make as a member on non-role related committees will be made as required of any other member of the Local who might serve on those committees (ex. reports as an elected VIU staff representative). Any other personal/professional activities are the business of the President as an individual and, as is the right of any member, may be shared outside of this report or not at the discretion of the President (ex. service to community organizations).

Meeting/Event Categories

In order to provide structure, the activities of the President have been divided into color-coded categories as follows (in alphabetical order):

- **Bargaining** – Preparation for bargaining, meetings of bargaining councils and associations, bargaining sessions with the employer, ratification meetings
- **Case Management** – Consultations with members, investigations, grievance preparation, arbitration preparation, consultations/advising of other stewards on cases
- **Closure** – VIU closures, general holidays
- **Executive Activities** – Executive meetings, membership meetings, adjudication of appeal processes, strategic/financial planning, training and mentoring meetings
- **Grievance Proceedings** – Grievance meetings, mediations, arbitration hearings, LRB and Tribunal hearings
- **Labour Management** – Meetings of the Labour Management Committee and its sub-committees, general meetings with management (non-grievance related), research, preparation for and assigned work from committees, exclusion and article waiver requests, meetings re. interpretation and application of the collective agreement
- **Outreach & Engagement**
 - **Affiliation** – Liaising and activities with affiliated labour organizations (required under by-laws, volunteer or on time paid by CUPE BC or CUPE National)
 - **Community** – Representing the Local at community events (typically before or after hours or on the weekends)
 - **Member** – Communications, information sessions, union social activities
- **Personal Time** – Vacation, sick time, leave without pay

Report Format

The reports will take the format shown below, and will include the description of meeting and event categories and any appropriate appendices.

SAMPLE
President Activity Report – December 2018 to March 2019

Week of	Category	Activity
Month Day Year	Bargaining	Scheduled activity, location, notes (as appropriate)
	Case Management	Scheduled activity, location, notes (as appropriate)
	Labour Management	Scheduled activity, location, notes (as appropriate)
	Executive Activities	Scheduled activity, location, notes (as appropriate)
	Personal Time	Scheduled activity, location, notes (as appropriate)
Month Day Year	Labour Management	Scheduled activity, location, notes (as appropriate)
	Executive Activities	Scheduled activity, location, notes (as appropriate)
	Outreach	Scheduled activity, location, notes (as appropriate)