

ARTICLE 6 - DUTIES OF EXECUTIVE COMMITTEE AND EXECUTIVE COUNCIL

- 6.1 The President shall:
- 1) preside at all meetings of the Association and at meetings of the Executive Committee and Executive Council;
 - 2) enforce the Association's Constitution and By-Laws and be responsible for the smooth and efficient operation of the Association;
 - 3) be the official spokesperson of the Association, unless otherwise designated;
 - 4) co-sign all cheques with the Treasurer and sign all contracts;
 - 5) serve (ex officio) on all committees, except Nominations and Elections;
 - 6) set the agenda for meetings of the Association and Executive Committee and Executive Council; and
 - 7) sign documents necessary to further the interests of the Association.
- 6.2 The Vice-President shall:
- 1) perform the duties of the President in his/her absence. In cases of vacancy, the Vice-President shall succeed to the office of President until the election of a new President;
 - 2) serve (ex officio) on the Negotiating Committee
- 6.3 The Secretary shall:
- 1) issue notices for meetings of the Association and the Executive Committee and the Executive Council;
 - 2) maintain all records, documents and correspondence of the Association;
 - 3) keep the minutes of Association and Executive Committee and Executive Council meetings;
 - 4) oversee the communications activities of the Association.
- 6.4 The Treasurer shall:
- 1) be responsible for the care and custody of the funds and assets of the Association according to the usual practice;
 - 2) present an account of the Association's finances at each General Meeting;
 - 3) maintain books of account and make these available for inspection to the members of the Association on request;
 - 4) arrange for audits of the Association accounts, as necessary;
 - 5) recommend to the Executive the ways and means to invest any surplus funds.
- 6.5 The Past President shall:
- 1) fulfill the duties of the President or Vice-President in their absence;
 - 2) represent the President as needed;
 - 3) chair the Nominations and Elections Committee.

- 6.6 The Member(s)-at-Large shall:
- 1) provide advice to other members of the Executive;
 - 2) perform such duties as are from time to time requested by the Executive; and
 - 3) with the Past President organize elections and count ballots as per Articles 5 and 10.
- 6.7 The Representatives shall:
- 1) ensure that the particular concerns of their constituents are brought to the attention of the Executive Committee and Executive Council;
 - 2) communicate information back from the Executive Committee and Executive Council to their constituents.
- 6.8 The Executive Committee shall:
- 1) administer the affairs of the Association in all things, subject to the approval of the membership;
 - 2) make or cause to be made for the Association, in its name, any kind of contract into which the Association may lawfully enter;
 - 3) determine the charge for, and appoint members to, the standing and ad hoc committees of the Association;
 - 4) appoint the Chief Negotiating Officer and the Bargaining Team;
 - 5) appoint the Senior and Junior Grievance Officers;
 - 6) appoint trustee and alternate trustee to CAUT Defense Fund;
 - 7) appoint representative(s) to the Joint Health and Safety Committee;
 - 8) appoint representative(s) to the Joint Pension and Benefits Advisory Committee; and
 - 9) appoint representative(s) to any University or any joint committee where UOITFA representation is required.
 - 10) appoint representative(s) to any Faculty Association committee.
 - 11) approve UOIT Faculty Association Policies and Procedures, which cannot be in contradiction with this Constitution or any By-Law of the UOIT Faculty Association.