



Grain & General Services Union
Job Description – July 27, 2022

General Secretary

Description of Duties and Functions

Main functions:

The general secretary position is the chief executive officer of GSU responsible for administering and managing the union in every respect, including leading the union's collective bargaining, servicing and representational obligations.

The general secretary is responsible to and reports to the Joint Executive Council (JEC) and Executive Committee of GSU including performing all of the duties and functions outlined in section 15.5 of GSU's constitution. The incumbent is responsible for communicating with the JEC/Executive Committee and keeping them informed of all matters pertaining to the duties of the position and administration of the union.

The general secretary is responsible for convening regular meetings of the JEC/Executive Committee, keeping accurate minutes of same and implementing the decisions/policies adopted. This includes ensuring there are regular meetings and minutes of the union's Locals and boards of delegates where applicable.

The general secretary is responsible for the arrangement and convening of GSU's biennial policy conventions and special conventions, including keeping the minutes of same. This includes acting on and/or implementing the policies adopted by GSU policy and special conventions.

The general secretary is responsible for the financial administration of GSU including receipt and deposit of all monies and dues received by the union as well as overseeing the banking, payroll, accounts receivable and accounts payable.

The general secretary is responsible for maintaining a proper set of books detailing all financial transactions of the union as well as ensuring there is a proper accounting and reporting of financial transaction to the JEC/Executive Committee. The general secretary is responsible for arranging the annual audit of GSU finances and audited financial statements. In addition, the general secretary prepares GSU's annual operating budget estimate for approval by the JEC.

The general secretary is responsible for all correspondence and communications issued on behalf of GSU.

The general secretary is responsible for administering the investments of the GSU Defense Fund in conjunction with its board of directors and for coordinating the work and meetings of the directors, including keeping the minutes of their meetings. This includes implementing the policies adopted by the board of directors of the GSU Defense Fund.

Any of the duties, responsibilities and functions set out in this job description may be assigned, in whole or in part, by the general secretary to staff members and/or contractors employed by GSU.

The general secretary is responsible for maintaining a sound and harmonious affiliation with ILWU Canada, RWDSU Saskatchewan, the Saskatchewan Federation of Labour and the Canadian Labour Congress. In addition, the general secretary is responsible for ensuring GSU is represented in other organizations and fora deemed to be important to GSU's interests.

The general secretary is in charge of overseeing and conducting government relations on behalf of GSU.

The general secretary is responsible for leading, coordinating and managing the GSU staff including assigning/directing/delegating duties and supervising their work.

The general secretary is responsible for overseeing GSU's legal relations, responsibilities and representation, including maintaining the union's certification orders. This includes serving as the chief collective bargaining agent of the union.

The general secretary is responsible for the administration and maintenance of GSU's property and commercial dealings.

The general secretary's duties shall include those managerial and administrative tasks consistent with the position's role as chief executive officer of the union and those duties delegated by the JEC/Executive Committee from time to time.

The general secretary's duties shall include, but are not limited to the following duties and responsibilities.

Duties and Responsibilities:

1. Administers the day-to-day operations of GSU, including managing and supervising the union staff.
2. Responsible for conducting or delegating collective bargaining and union organizing activities on behalf of GSU. Responsible for recruiting new members into GSU.
3. Maintains familiarity with the operating systems of GSU and implements changes where required.
4. Responsible for ensuring union representation and services are provided to members and Locals of GSU.
5. Responsible for ensuring the capacity and delivery of union education programs.
6. Responsible for mentoring GSU staff.

7. Ensures that GSU's operations comply with all applicable laws and regulations, including union governance and financial reporting.
8. Responsible for regular reporting on the activities, business and finances of GSU to members and officers. This includes ensuring the union has a current communication program.
9. Responsible for ensuring GSU staff arrange, notify, attend and lead assigned union membership meetings, including recording the business of said meetings along with elected officers of the Locals or Sub-Locals.
10. Responsible for having and maintaining a current operating knowledge of industrial relations issues, including but not limited to labour legislation, collective bargaining trends and grievance/arbitration developments.
11. Responsible for ensuring GSU's administration is accessible to GSU members, including conveying the views/concerns of members to the appropriate elected officers and staff.
12. Ensures that GSU staff advise and assist union members in relation to collective agreement provisions, employee benefits, pension benefits, labour legislation, worker rights and grievance processing.
13. Oversees the processing of grievances and complaints on behalf of GSU members and Locals and the timely execution of same including the communication with affected members and elected officers.
14. Prepares written reports, policy briefs, news articles and news releases for GSU.
15. Serves as the public spokesperson for GSU.
16. Responsible for having and maintaining a thorough working knowledge and the ability to effectively represent GSU members in relation to all labour legislation affecting or covering GSU members.
17. Directs preparatory research in relation to the ongoing functions and projects of GSU.
18. Attends GSU membership, officer and related internal functions of the union. Attends external functions pertinent to the union.
19. Conducts union and shop steward education.
20. Performs other related duties as required.

Qualifications:

Education

Senior matriculation plus post-secondary education in social sciences and labour relations or an equivalent combination of experience and training. Must possess a working knowledge of the labour

movement, unions and relevant labour legislation such as the Canada Labour Code and Saskatchewan Employment Act.

Experience

A minimum of seven (7) years of progressively responsible work experience in a leading capacity with respect to collective bargaining and/or union representation as a union officer or staff person or possesses a comparable combination of experience and/or post-secondary learning directly related to labour relations.

The incumbent must be thoroughly conversant with grievance arbitration procedures and must have the ability to represent GSU at boards of arbitration and other labour tribunals.

The incumbent must have the ability to speak publicly on behalf of GSU in all manner of fora, including the ability and willingness to forcefully advocate for the union.

Other requirements:

- A ready capability to work with and apply information technology including email, social media, spread sheets and document preparation,
- A ready ability to compose and deliver GSU communications orally and in writing to GSU members and the general public,
- Willingness to travel and represent GSU internally and externally,
- Access to an automobile and possession of a valid operator's license,
- Ability to travel away from home and GSU headquarters on assignment,
- Ability to relate to and engage diverse groups and individuals,
- Willingness and ability to work irregular hours of work as the assignment and job dictates,
- Willingness to initiate and self-start projects and proposals for GSU.

The conditions of employment for the general secretary position will be set out in an employment contract and will include a competitive group insurance benefits package, paid sick leave, other paid personal leaves and earned days off in recognition of overtime work.

In lieu of a pension plan the employer contributes 7.5 percent of the employee's regular monthly salary towards the employee's retirement savings plan. There is a \$200 per month vehicle allowance and all travel expenses are reimbursed consistent with the collective agreement between GSU and the staff union, IUSU.

Salary:

The Monthly Salary for the position is as follows:

<u>Start (First 3 months)</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
\$9,895	\$10,500	\$10,800	\$11,200

**Deadline for receipt of applications for this position is
Wednesday, August 31, 2022.**

Are you a good match? Apply today!

Send your application in care of GSU Hiring Committee by email or mail.

- Email: gsu@gsu.ca
- Mail: 2334 McIntyre Street, Regina, SK S4P 2S2

If you have questions about this position, contact Hugh at 306.522.6686 or by email at Hugh@gsu.ca.