

## **Tabulating Committee Mandate**

January 2010

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1. Work with the Component President to ensure that the collective agreement is upheld and implemented by the employer and that issues affecting the members are addressed.
2. Report to the Component President at least once monthly verbally or in writing, and report to the quarterly Regular ACCEX meetings in writing.
3. Draft membership bulletin information, if required, for submission to the Component President
4. Ensure the proper functioning of the Component Committee.
5. Ensure that Local Chairpersons are fully knowledgeable.
6. Manage the approved Committee budget in cooperation with the Component Secretary-Treasurer, in accordance with the Component Bylaws.
7. Promote the Union policy of having a minimum of two CUPE representatives whenever meeting with the employer on official union business.
8. Confirm all verbal communications with the Company in writing. All written Committee communications should be copied to the Component President.
9. Verify that Committee flight release requests are properly actioned by the Component President and the employer and report any discrepancies to the Component President.  
Chairperson must ensure that appropriate pay code (Company or Union paid) is entered in computer system for flight release.
10. As Special Assignment is defined as quasi management in the Collective Agreement, any member who is on a Special Assignment shall continue to pay dues and be eligible for voting but must resign from any CUPE position and shall not be eligible for nomination or appointment to any office or Committee in the Union. He/she shall not be eligible to attend meetings of the Union except with the approval of a majority of the members at such meetings.
11. It is an established principle that whenever Union Officers and Committee Members are scheduled to meet with the Company, there should always be at least two Union members present.

A certain amount of volunteerism is involved.