Position Overview

Trustees are elected officers of the Local Union responsible for safeguarding the integrity, transparency, and accountability of the union's finances. They serve as financial watchdogs for the membership, ensuring that dues and other union funds are properly collected, recorded, and spent according to the bylaws, the Constitution, and union policies. Trustees fulfill this duty by conducting quarterly audits of the Local's financial records, or by ensuring an annual audit is conducted by a Chartered Accountant if the Local chooses that option. Trustees also play an active role in the Local's leadership as members of the Executive Board.

Working Conditions

Trustees are elected positions and serve a 3-year term at their base. As a member of the Executive Board, the trustees are required to attend Board meetings, held once per month as well as other union directed meetings or events. The workload varies throughout the year, with increased responsibilities during quarterly audits or financial reporting deadlines. Trustees either perform their duties at home or in a previously agreed upon location to work closely with the Secretary-Treasurer and Executive Board while maintaining independence in their oversight function. Any time spend on trustee duties is paid at the regular rate of pay in their dedicated position with the employer.

Key Skills and Attributes

- Must be an active member of the union in good standing.
- Demonstrates the highest ethical standards in protecting members' dues and union resources.
- Ability to review financial statements, receipts, and records with accuracy.
- Maintains impartial judgment free from bias or undue influence.
- Respects sensitive financial and membership information.
- Interprets financial reports and identifies inconsistencies.
- Produces clear written reports and explains findings in accessible language.
- Works collaboratively with other trustees, the Secretary-Treasurer, and the Executive Board while upholding their independent role.
- Willingness to participate in training on financial practices, auditing procedures, and union policy.

Key Responsibilities

- Submitting quarterly written trustee report to the Secretary Treasurer of the National Union or submit the financial records to a Chartered Accountant to perform an annual financial audit
- Verify that dues are properly collected and deposited, and that expenditures are authorized and supported by documentation
- Ensure financial safeguards are in place
- Sit as a member of the Local's Executive Board
- Attend monthly Executive Board meetings, participating in discussions and decision-making
- Present audit findings and reports to the Executive Board and General
- Report any concerns, irregularities, or risks identified in financial records directly to the Executive Board
- Participate in union building activities and events including political action.
- Contribute to decision-making processes on an ad-hoc basis
- Trustees do not have signing authority on Local Union accounts
- Trustees act independently and must maintain impartiality in fulfilling their oversight role