

Duties of the Executive Officers:

- a) to assume such responsibilities as are assigned by the President and/or the Unit Executive.
- b) to ensure that all Committee functions are carried out in accordance with the Terms of Reference of the Committee as approved by the Unit Executive.
- c) to preside at meetings of the Committee, where applicable.
- d) to act as the Spending Authority for the Committee.
- e) to prepare and submit yearly, the Terms of Reference detailing the Committee's operating procedures, where applicable.
- f) to prepare and submit a budget proposal detailing the funding requirements for the next fiscal year as part of the annual budget preparation process.
- a) to represent and report on the Committee at meetings of the Unit Executive, and Unit General Meetings.
- b) to represent the Bargaining Unit at the appropriate district committee meetings.