

## Duties/Powers/Entitlement of Local Officials

### **RULE REQUIREMENT\***

#### **A) TERMS OF OFFICE**

All Local positions are elected every three years on a rotating cycle with Branch and National Elections. For example 2019 are Local Elections 2020 are Branch Elections and 2021 are National Elections (President and VP).\*

#### **BRANCH MEMBERSHIP**

See Rule B.9.1, B.9.2, B.9.3.\*

#### **B) LOCAL SECRETARY**

- 1) Call and attend all meetings of Local Committee (and Local sections where applicable).\*
- 2) And to take accurate minutes of all such meetings.\*
- 3) To prepare immediately prior to the Annual meeting of Locals an Annual Report on the business and proceedings of the Local during the preceding 12 months, and to present such report to the meeting.\*  
To call and organise in August of every year the Annual Meeting of the Local, giving at least 14 days notice.
- 4) Call for and prepare Remits from the Local membership to go to the National Conference at least 14 days before Local Annual General Meeting.

- 5) To attend Area Engagement and Regional Engagement meetings during the year.
- 6) To build relationships with Area Management/Commanders and Regional Management.
- 7) Take notes and ensure agreed minutes are taken by Management at these Engagement meetings and report back to the membership.
- 8) To receive correspondence from Branch or National Office/Committee and distribute and act on as requested.
- 9) Correspondence – To conduct the correspondence and affairs of the Local. Keep Local Committee apprised of all matters. To keep Branch Officials up to date with issues and to escalate issues and questions through the Branch system first.
- 10) To represent the Local at the Branch and Union Conference.\*
- 11) To obey all such lawful instructions and to do and perform all such lawful things and Acts that may be given or required to be done by a meeting of the Local, The Local Committee, Branch Committee or Committee or by the Act or by the Union's Rules.\*

- 12) To do and perform such other lawful duties as may usually pertain to the Office of Local Secretary.\*  
(These would usually relate to the requests/instructions from the Branch or from the National Officials).
- 13) Reimbursement of telephone costs and internet.
- 14) Honoria?
- 15) \$100,000 Life Insurance – Death while carrying out Union duties.

**A) LOCAL PRESIDENT**

- 1) To supervise the business and affairs of the Local.\*
- 2) To attend and preside over all meetings of the Local Committee and the Local (and Local Sections if applicable) to keep order, to conduct the business and to decide all points of order.\*
- 3) When presiding over all meetings shall follow the Standing Orders as in Rule A.19 (with necessary modification).
- 4) Ensure that every meeting has the 20% quorum (10% for Auckland & Wellington).

- 5) To obey all such lawful instructions, and to do and perform all such lawful things and Acts as may be given or required to be done by a meeting of Branch Committee, The Branch Conference, the Local or by the Act or by the Rules.\*
- 6) To do and perform such other lawful duties as they usually pertain to the Office of President.\*
- 7) Where the Local Local Secretary is going to be absent from or is attending in another capacity, at a Branch or Union conference, to act as the Local Delegate.\*
- 8) When presiding at meetings have the powers set out for the Union President.\*

-To exercise a deliberate vote, and in the case of equality of voting, also a casting vote.

-To decide the order of business, to put motions, and to declare the result of voting.

-To order the removal from a meeting of any person obstructing the business of the meeting or behaving in a disorderly manner, or of a person not entitled to be present.

-By a resolution of the meeting or in the absence of a quorum, to adjourn the meeting or to declare a meeting closed.

–Generally to do and perform said other lawful things and Acts as may be necessary or feasible to carry out on the business of a meeting with order and regularity.

Build relationships with Area and Regional Management.

## **B) LOCAL VICE PRESIDENT**

- 1) To assist the Local President in carrying out the duties appertaining to that office.
  
- 2) In the absence of the Local President to exercise all the powers and perform all the duties of the Local President including Conference Delegate duties.\*