

## VICE-CHAIRPERSON

It will be the duty of the Vice-Chair to assist the Unit Chair in running and organizing of unit meetings. Much like the Unit Chair, the Vice-Chair will be part of the Union team in the workplace that:

- ↪ Helps members with interpretation of the Collective Agreement;
- ↪ Assists members in accessing pension and benefit information;
- ↪ Helps to mentor new shop stewards;
- ↪ Assists the Unit Chair in preparing information for 1<sup>st</sup> and 2<sup>nd</sup> level grievances with input/assistance of SEIU-West staff;
- ↪ Shares workplace issues with other team members and with the Union;
- ↪ Accesses educational opportunities from the union to expand knowledge, skills and abilities;
- ↪ Maintains communication with SEIU-West staff;
- ↪ Is proud to be a SEIU-West member!