



CAPE's National Office and CAPE Stewards

CAPE's National Office is dedicated to serving the interests and concerns of the CAPE membership. As a CAPE steward, you are a volunteer for our membership, and are a valued union asset.

The following information is designed to familiarize you with the roles and responsibilities of the various positions within CAPE.

CAPE Administrative Assistants

The CAPE Administrative Assistants are fully bilingual and capable of providing administrative assistance to members of CAPE's professional staff, and who are the initial contacts for CAPE members. They will assist you in identifying who within the organization you should be dealing with, regarding any particular issue. They are extremely familiar with the structure of the federal public service, and the issues and concerns of the CAPE membership. When you contact the CAPE national office, and you are not calling for a specific individual, they will direct you to one of the following;

CAPE Labour Relations Officers

As a steward, the CAPE Labour Relations Officers (LRO) are your primary contacts at the CAPE National Office. The LROs provide advice and guidance regarding terms and conditions of employment. They also provide representation for members who require their professional services – whether it be in the form of mediation, conflict resolution, grievance hearings, staffing complaints. This is not a role that the Association delegates to its stewards.

The LROs can provide you with guidance in the administration of your Local, and in the creation of your Local By-Laws, and can refer you to other individuals within the national office for further assistance to you and your Local.

CAPE Membership Clerk

The Membership Clerk is responsible for the membership database. As a steward, this Clerk is a very important source of information. The Membership Clerk can answer your questions regarding the membership within your Local. She can provide you with details regarding the composition, size, location, and membership status of individuals within your Local.

CAPE Finance Manager and CAPE Finance Manager Assistants

The Finance Manager (FM) is responsible for the management of CAPE funds, under the direction of the President of CAPE, CAPE National Executive Committee and the CAPE Finance Committee. The FM act as advisor to the latter and to the President. The CAPE Finance Manager Assistants (FMAs) are the individuals who prepare your reimbursements for pay if you take leave without pay for union business. They prepare travel reimbursements, as required, and can provide you with information regarding union dues and retroactive union dues.

CAPE Executive Director

The Executive Director (ED) is the point man for the operational side of the organization. The ED is where all work executed by CAPE staff begins, and where all work completed ends. The ED is the individual who can assist you when you think nobody else can. The ED is also the individual who can address any concerns that you might have regarding any performance issues within the remainder of the organization. The ED advises the NEC regarding all operational aspects of the organization. The ED can also be delegated the task of collective bargaining, by the CAPE President.

CAPE Executive Director of Policy

The Executive Director of Policy (EDP) is the position within the organization responsible for the development of CAPE policies and positions on non-operational matters. The EDP reports to the CAPE President. The EDP is also the principal advisor to the NEC on matters of policy and substantive issues regarding the membership. The EDP works with the Executive Director (ED) in order to ensure that the Association has the resources to implement policies and actions on behalf of the membership. The EDP can be invited to meetings of the membership to provide information with regards to ongoing and critical issues affecting the members. The EDP is involved in joint union action and can also be delegated the task of collective bargaining, by the CAPE President.

CAPE President

The President of CAPE is the primary representative of the organization. The President is also Chief Negotiator of CAPE collective agreements, with authority to delegate that role to qualified CAPE members of the National Executive. The President is responsible for the interpretation of the CAPE Constitution and may refer constitutional and legal matters to counsel for review and advice. The President presides over all meetings of the NEC, Local Leadership Council (LLC), Presidents' Council (PC) and all general meetings of the Association, including the Annual General Meeting (AGM) and the Membership Budget Meeting (MBM). The President reports to the NEC, LLC, PC, and the CAPE membership concerning the affairs of the Association. The President is ultimately responsible for directing the national operations of the Association.

CAPE Procurement Coordinator

The CAPE Procurement Coordinator (PC) is responsible for the inventory of CAPE's offices. The PC is responsible for identifying the best deals possible for CAPE, in the purchasing of supplies and services for the Association and its members. The PC is responsible for the acquisition of all materials relating to the business of the Association, including promotional supplies, as instructed by the CAPE Communications Committee

CAPE Director of Communications

The CAPE Director of Communications is ultimately responsible for the CAPE website and is the final conduit through which all communications must pass before being made public and distributed to the membership and the public at large. The DoC is responsible for the content and quality of CAPE publications such as the Annual Report, and is responsible for the updating, upkeep and maintenance of the CAPE website. The CO is responsible for all ecommunications to the membership, including surveys, votes and general electronic mailings.

CAPE Research Officer

The CAPE Research Officer (RO) is for research and analysis as it pertains to collective bargaining and other matters of importance to the Association. The RO is responsible for ensuring that all of CAPE's voluminous legal and political materials, as well as all materials relating to collective bargaining are maintained in an up-to-date and accessible manner. The RO provides support to the Chief Negotiator