



## **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 Clerks**

The CAPE Administrative Clerks are fully bilingual and capable clerks who provide 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 Education Officer**

All new queries coming into the CAPE national office relating to terms and conditions of employment, working conditions and the collective agreements are directed to the CAPE Education Officer, who acts as the first contact and information source to members. The CAPE Education Officer is confronted with all of the same issues and concerns that face the Labour Relations Officers. If members contact the office with issues that require ongoing advice or representation, they are directed through this conduit to the appropriate Labour Relations Officer.

### **CAPE Labour Relations Officers**

As a steward, the CAPE Labour Relations Officers 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 Administrative Clerk – Membership**

The Membership Administrative 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 Service Coordinator/Communications Officer Assistant**

The Service Coordinator/Communications Officer Assistant (SC/COA) is responsible for all arrangement relating to all functions – meetings, events, rallies, etc., held by the Association. The SC/COA is also responsible for all travel arrangements relating to Association business. This is the individual that will assist you in the scheduling and planning of your local events, and if required will make all necessary arrangements regarding travel to and from Association events. The SC/COA provides ongoing support and assistance to the COA, and is responsible for the electronic archival system of the CAPE website.

### **CAPE Finance Officer and CAPE Finance Officer Assistants**

The Finance Officer (FO) 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 FO act as advisor to the latter and to the President. The CAPE Finance Officer Assistants (FOAs) 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 of Operations**

The Executive Director of Operations (EDO) is the point man for the operational side of the organization. The EDO is where all work executed by CAPE staff begins, and where all work completed ends. The EDO is the individual who can assist you when you think nobody else can. The EDO is also the individual who can address any concerns that you might have regarding any performance issues within the remainder of the organization. The EDO advises the NEC regarding all operational aspects of the organization. The EDO 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 organisation 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 EDO 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 Manager of Administration Services**

The Manager of Administration Services (MAS) is responsible for overseeing the work of the Administrative Clerks, and the Membership Administrative Clerk. The MAS is responsible for the day to day administration of the administrative staff of the National Office. The MAS is ultimately responsible for the maintenance of the CAPE membership database. The MAS serves as Secretary to the NEC, and the Constitutional and By-Laws Committee, where the position is also advisory in nature. The MAS may also delegate to her staff the responsibility of secretary of sub-committees of the NEC.

## **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 New Media and Outreach Officer**

The CAPE New Media and Outreach Officer (NMOO) is tasked with the responsibility of making CAPE's online presence more noticeable – through the use of discussion platforms, Twitter, the CAPE President's blog, to name a few. The NMOO also enhances our presence among the nation's Parliamentarians, procuring meetings between our nation's leaders and the CAPE President and other representatives. The NMOO is a key player in the Association's communications.

### **CAPE Communications Officer**

The CAPE Communications Officer (CO) 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 CO is responsible for the content and quality of CAPE publications such as the Professional Dialogue and 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