

National Workers' Union

***Duties of
National
Officers***

2005



Contents

1 Duties of National Officers.....	2
2 President.....	2
3 Deputy President.....	2
4 General Secretary	2
5 Treasurer	3
6 Assistant General Secretary/Treasurer.....	3
7 National Organisation Officer.....	3
8 National Education and Research Officer.....	3
9 National Equality Officer.....	3
10 National Health and Safety Officer.....	4
11 Trustees.....	4

1 Duties of National Officers

These *Duties of National Officers* are required by Rule and are issued on the authority of the General Council. Because the Union is committed to the principle of collective leadership, no significance should be read into the order in which the National Officers are listed.

In undertaking their duties, all National Officers must:

- 1.1 adhere to the *Rules* and policies of the Union and the Union's *Code of Good Practice* in undertaking their duties;
- 1.2 apply the principles of collective leadership as set out in the *Founding Principles* of the Union;
- 1.3 abide by the collective decisions of the National Executive Committee;
- 1.4 attend all meetings of the National Executive Committee and General Council or provide an acceptable apology for absence.

2 President

The duties of the President are to:

- 2.1 preside at all meetings of the National Executive Committee, General Council and National Conference;
- 2.2 ensure that business is properly conducted;
- 2.3 advise Branch Officers and Branch Committees in respect of matters relating to procedures and interpretation of the Rules;
- 2.4 be the principle spokesperson for the Union.

3 Deputy President

The duties of the Deputy President are to:

- 3.1 act in the absence of the President;
- 3.2 assist the President in carrying out the duties assigned to that post.

4 General Secretary

The duties of the General Secretary are to:

- 4.1 convene and attend all meetings of the National Executive Committee, General Council and National Conference;
- 4.2 ensure that the minutes of the National Executive Committee, General Council and National Conference are kept in a proper manner;
- 4.3 ensure that the Union's records, and in particular, membership records, are maintained in a proper manner;
- 4.4 ensure that there is effective communications with Branches and Industrial Sections on the affairs of the Union and the wider trade union and labour movement;
- 4.5 ensure that appropriate publicity activities are developed by the Union.

5 Treasurer

The duties of the Treasurer are to:

- 5.1 conduct the Union's financial business;
- 5.2 ensure that accounts are kept in accordance with the *Financial Regulations* of the Union;
- 5.3 develop budgets for planning the finances of the Union;
- 5.4 provide regular reports on the financial position of the Union to the National Executive Committee, General Council and National Conference;
- 5.5 make arrangements to have the Union's accounts audited by a qualified person appointed by the Registrar of Trade Unions as required by Section 16 of the Trade Union Act 1933.

6 Assistant General Secretary/Treasurer

The duties of the Assistant General Secretary/Treasurer are to:

- 6.1 act in the absence of either the General Secretary or Treasurer;
- 6.2 assist the the General Secretary and/or Treasurer in carrying out their duties.

7 National Organisation Officer

The duties of the National Organisation Officer are to:

- 7.1 develop programmes designed to secure the complete organisation of all workers in Trinidad and Tobago into the Union;
- 7.2 assist Branches in achieving maximum membership;
- 7.3 oversee applications to the *Registration, Recognition and Certification Board*.

8 National Education and Research Officer

The duties of the National Education and Research Officer are to:

- 8.1 ensure that education courses and materials are produced on the *Founding Principles* of the Union;
- 8.2 develop effective programmes of education and training for all Officers and members of the Union on industrial relations and appropriate political issues affecting the Union and its members;
- 8.3 organise training for new Branch Offices;
- 8.4 advise the National Executive Committee and General Council in respect of education matters and related collective bargaining issues;
- 8.5 address questions of literacy amongst the Union's membership;
- 8.6 co-operate with other National Officers to enable them to achieve the educational aspects of their duties;
- 8.7 provide research assistance to all levels within the Union on both a regular and specific basis.

9 National Equality Officer

The duties of the National Equality Officer are to:

- 9.1 advise the National Executive Committee and General Council in respect of equal opportunities matters and related collective bargaining issues;
- 9.2 to raise awareness within the Union and generally of equality issues and the avoidance of harassment and discrimination on any grounds;
- 9.3 with the approval of the National Executive Committee or General Council, organise campaigns on equality issues;
- 9.4 co-operate with the National Education and Research Office in developing education and training programmes on equality issues.

10 National Health and Safety Officer

The duties of the National Health and Safety Officer are to:

- 10.1 advise the National Executive Committee and General Council in respect of health, safety and environment matters and related collective bargaining issues;
- 10.2 to raise awareness within the Union and generally of health, safety and environmental issues, safe systems of work and the promotion and maintenance of a safe working environment;
- 10.3 with the approval of the National Executive Committee or General Council, organise campaigns on health, safety and environmental issues.

11 Trustees

The duties of the Trustees are to:

- 11.1 have invested in them all the property of the Union;
- 11.2 obey all lawful instructions of the National Executive Committee, General Council and National Conference;
- 11.3 be the Union's representative in any legal matters affecting the property of the Union in accordance with Section 14 of the Trade Union Act 1933.

Trustees will **not**:

- 11.4 in any way sell, transfer or otherwise deal with the property of the Union or part with any documents relating thereto except under the direction of the National Executive Committee, General Council or National Conference.

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