

**Canadian Union of Public Employees**

#101-416 Westminster Ave. West

Penticton, BC V2A 1K5 website: [www.608.cupe.ca](http://www.608.cupe.ca)

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President: Glenn Smith Vice President: Shelie Best Recording Secretary: Leah Stubbings

 Treasurer: Carol Lawrence Membership Officer: Gerrie-Lynn Ward

**Meeting location change**

**Due to City of Penticton Elections, the location of our November 1st general meeting has been changed to:**

**325 Power Street, Penticton**

**Community Center Theatre**

**Please note: We are looking for three members to stand for Trustees. The Trustees meeting once a year to go over the books. We are needing to elect someone for a 3-year term, a 2-year term and a 1-term. Anyone who is not a Table Officer (President, VP, Treasurer, Secretary or Membership Officer) or a Unit Chair may be elected as a Trustee. See attached job description for more information. We would love to see new members!**

**Thank you.**

**Posted: October 24, 2017**

The **Trustees** shall: ….(Articles B.3.10 to B.3.12)

1. act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees annually;
2. make a written report of their findings to the first membership meeting following the completion of each audit;
3. submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union’s funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
4. be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
5. ensure that proper financial reports are made to the membership;
6. audit the records of attendance;
7. inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
8. send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer’s response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.