Member ID Number: _____
Provincial/Regional Office Staff Use Only

HEU LOCAL OFFICER FORM

Please fill out a form for **EACH** member who holds a position. This includes all new and returning executives and stewards.

Elected Executive Positions Date Elected: _____

Please check off the elected position. ***Members cannot hold more than 1 elected position.***

☐ Chairperson ☐ Senior Trustee ☐ Senior Trustee-Elect (2 year) ☐ Trustee

☐ Secretary-Treasurer – *or if the position has been split in two:* ☐ Secretary ☐ Treasurer

☐ Vice Chairperson ☐ Assistant Secretary-Treasurer ☐ Conductor ☐ Warden

☐ Other: _____

Positions Appointed by Local Executive Date Appointed: _____

Please check off the appointed position(s). ***Members can hold more than 1 appointed position.***

☐ Lead Shop Steward ☐ Shop Steward ☐ OH&S Steward

☐ Worker Health & Safety Rep (no committee) ☐ JOHS Committee Worker Rep

☐ *Site Rep _____ (site name) ☐ Labour Council Delegate

*** Site Reps are for merged locals or locals with more than one location where additional copies of the mailings are required.**

LOCAL NAME: _____

First Name: _____ Last Name: _____

Personal Email: _____

Home Phone: _____ Cellular Phone: _____

Mailing Address: _____

Job Title: _____

Employer & Work Site (example: Fraser Health Authority at Surrey Memorial Hospital): _____

_____

Forward all information to HEU Provincial Office at 5000 North Fraser Way, Burnaby, B.C. V5J 5M3 or scan and email to **localdocuments@heu.org**

Submitted by (Chairperson or Secretary-Treasurer): _____

(please print)

Contact information will be shared with Union staff and Provincial Executive members as required to facilitate official union business.

Constitution
and
By-Laws

REVISED 2024

Article 15, Section A

LOCAL OFFICERS: The Officers of the Local shall consist of Chairperson, Vice-Chairperson, Secretary-Treasurer, Assistant Secretary, Conductor, Warden, three (3) Trustees and, in the event of merged Locals, such other Local Officers that ensure worksite executive representation.

Individual Locals may vary their Executive structure subject to prior approval of the Provincial Executive.

Clarification of Trustee Positions

Each Local must have three (3) Trustees.

The Trustee positions are as follows:

- Senior Trustee* (serving second year of a two-year term)
- Senior Trustee-Elect (two-year term – after first year moves up to the Senior Trustee)
- Trustee

*If the Senior Trustee Elect does not carry on for their second year, the Local will be without a Senior Trustee and the Local must then elect a second one-year Trustee. The only way for a member to hold the Senior Trustee position is to move into it after they have served one year as the Senior Trustee-Elect. In this case, the Trustees would be as follows:

- Senior Trustee-Elect (2-year term)
- Trustee (1-year term)
- Trustee (1-year term)

Notification of any changes to those members elected or appointed to local positions must be sent to HEU by filling out a new form and mailing to HEU 5000 North Fraser Way, Burnaby, B.C. V5J 5M3 or emailing to localdocuments@heu.org.