

OTHER OFFICERS

(n) The [Membership Officer](#)

The position of Membership Officer will be paid an honorarium as described in Appendix D. The Membership Officer is expected to work approximately 58 hours per year. No overtime will be paid for this position.

The Membership Officer shall:

- **Receive the harassment and bystander training and/or training on conflict resolution, anti-oppression facilitation, and crisis management.**
- ~~Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present.~~
- Verify the membership status and standing of members attempting to enter a membership meeting, either in-person at the meeting room door, or by facilitating access to the hybrid or virtual meeting space after membership status is confirmed.
- **Handle informal complaints regarding the Code of Conduct (Appendix C) following the process outlined in section 18.**
- **Attend all Membership Meetings to ensure that these meetings are not held in intimidating, hostile, or discriminatory environments. They will introduce themselves to the membership before the meeting and make their contact information available throughout the meeting for members to contact them with concerns around hostile or discriminatory meeting spaces. They can intervene in meetings following incidents of discrimination or harassment that happen on the floor and are empowered to stop the meeting to highlight how what is transpiring is creating equity concerns and request those participating to adequately address these concerns.**
- **Be given discretion to issue warnings to members for harassment or discriminatory behaviour; in extreme and/or repeat cases of discrimination, harassment or intimidation, the Membership Officer has the authority to expel members from a meeting or event for any behaviour that contravenes the Code of Conduct (Appendix C in our Bylaws).**
- **Be responsible for ensuring that meetings are accessible and may request that the meeting Chair take action to ensure that meetings are accessible, including but not limited to physical accessibility, speaker equity (e.g., among members of marginalised**

groups), and access to devices such as microphones to accommodate and/or enhance member participation.

- **The Membership officer is the lead point of contact for accessibility and equity concerns surrounding membership meetings. The Membership Officer will coordinate with the Executive and Staff to ensure accessibility and equity concerns are addressed.**
- **Check emails and respond within a 72-hour calendar day timeframe.**
- **Provide a written report at least seven (7) calendar days in advance of General Meetings informing members of how equity has been ensured and the CUPE Equality Statement has been enforced throughout the year, including: the measures taken by the Membership Officer, any and all recommendations to create more inclusive, accessible, equitable and respectful meeting spaces, and any other duties taken by the Membership Officer. Anonymity and privacy of members will be respected in this report. Time permitting, the Membership Officer may also present the written report content at the General Meeting.**
- Assist in maintaining the record of membership attendance at meetings.
- Provide union literature and supplies (for example, membership applications) at membership meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.
- **If the position is vacant the Executive Committee will appoint an Interim Membership Officer.**
- **In the case the Membership Officer is absent for a meeting, the meeting Chair may nominate an Alternate Membership Officer for the duration of the meeting. The role of verifying membership status at the meeting door would then fall to any or all of the Executive Officers present.**
- **In the case the Membership Officer has a conflict of interest, the Executive Committee may nominate an Alternate Membership Officer to assist the Complainant in the Informal Process outlined in Section 18.**