

# APOC York Branch

## JOB DESCRIPTION

President APOC York

INCUMBENT: Lance Graham

---

---

**Status: Full-Time**

**Budget Responsibility.... Yes**

---

---

## SUMMARY STATEMENT:

**RELATIONSHIPS:** Reports to: National President, Divisional Vice President  
Subordinate Staff: Secretary/Treasurer, Vice Presidents, Tyler, Auditors

## MAJOR RESPONSIBILITIES/DUTIES:

The Branch President shall function as the chief Executive Officer of the Local Association. Subject to the Approval of the Executive Council, the position shall.

1. See that all Officials and Committees are attending to their duties and that business at all times is conducted with respect and in a proper and business-like manner.
2. Have the authority to interpret the Constitution and his/her interpretation shall be conclusive and in full force and effect unless reversed by the National.
3. Sign all official documents of the local Association.
4. Preside at all regular and special meetings
5. Exercise supervision over the affairs of the Local Association
6. The position shall cast the deciding vote in case of a ties on any matter being voted on
7. Assign duties to members of the Executive Council and members of the committee
8. Report on the administration of the office and the affairs of the Local Association in the News Letter
9. Appoints members on all committees unless otherwise specified by the Constitution
10. Notify the Executive Committee on all dates for set meetings.
11. Setup and administer education sessions and training programs
12. Ensure the correcting of spelling, grammatical and formatting errors. In the Local Constitution, and when they are discovered, in cases where the intent of the Constitution provision would not be changed or altered.
13. In the case of an emergency expenditure up to \$5,000, the position may authorize it without the approval of the executive.
14. The President shall sign cheques when the Secretary/Treasurer is absent from the position.
15. Attend all meetings of the Executive Council.
16. All expenses against the Local Association must be submitted bi-monthly to the Secretary/Treasurer. It must be in by the first week of the month of the General Membership Meeting.
17. At the termination of the term of office, the elected representative shall turn over all records, correspondence and assets of the Local Association to the Branch.
18. Acts in place of DVP when required on an interim basis.
19. Assists DVP on affairs for the Branch.
20. Responds to requests from DVP & National in an accurate and timely manner.

## Bridging Competencies and Criteria:



### **Adaptability**

Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

### **Aligning Performance for Success**

Focusing and guiding others in accomplishing work objectives.

### **Building Member Loyalty**

Effectively meeting member needs; building productive member relationships; taking responsibility for member satisfaction and loyalty.

### **Building Partnerships**

Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve APOC business goals.

### **Building a Successful Team**

Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of APOC goals.

### **Building Strategic Working Relationships**

Developing and using collaborative relationships to facilitate the accomplishment of APOC goals.

### **Building Trust**

Interacting with others in a way that gives them confidence in one's intentions and those of the association.

### **Business Acumen**

Understanding and utilizing economic, financial, and data to accurately diagnose business strengths and weaknesses, identifying key issues, and developing strategies and plans.

### **Change Leadership**

Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organizational problems and opportunities.

### **Coaching**

Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

### **Communication**

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

### **Continuous Improvement**

Originating action to improve existing conditions and processes; using appropriate methods to identify opportunities, implement solutions, and measure impact.

### **Continuous Learning**

Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

### **Contributing to Team Success**

Actively participating as a member of a team to move the team toward the completion of goals.

### **Decision Making**

Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

### **Delegating Responsibility**

Allocating decision-making authority and/or task responsibility to others to maximize the organization's and individual's effectiveness.

### **Developing Others**

Planning and supporting the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities more effectively.

### **Driving Execution**

Translating strategy into operational reality. Breaking down strategic priorities or business initiatives into key tasks and identifying accountabilities. Aligning communication, people, culture, processes, resources and systems to ensure effective implementation and delivery of required results

### **Establishing Strategic Direction**

Establishing and committing to a long-range course of action after analyzing information and assumptions; taking into consideration resources, constraints, and organizational values.

### **Facilitating Change**

Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.

### **Financial Decision Making**

Committing to an action after analyzing financial information by developing alternative courses of action based

on logical assumptions, facts, and available resources.

#### **Follow-Up**

Monitoring the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.

#### **Gaining Commitment**

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.

#### **Influencing Others**

Using appropriate interpersonal styles and methods to inspire and guide individuals; gaining acceptance of ideas and plans.

#### **Information Monitoring**

Setting up ongoing procedures to collect and review information needed to manage an organization or ongoing activities within it.

#### **Initiating Action**

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

#### **Innovation**

Generating innovative solutions in situations; trying different and novel ways to deal with problems and opportunities.

#### **Inspiring Others**

Using interpersonal styles and methods that inspire and guide individuals toward higher levels of performance; modifying behaviour to accommodate tasks, situations, and individuals involved

#### **Integrity**

Maintaining social, ethical, and organizational norms, firmly adhering to codes of conduct and ethical principles.

#### **Leading Through Vision , Mission & Guiding Principles**

Keeping the association's VM & GP at the forefront of decision making and action.

**Leadership** –Is adept in using APOC Collective Agreement and Constitution" as a key input to foster a continuous improvement environment within the Executive team.

#### **Managing Conflict**

Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

#### **Managing Work**

Effectively managing one's time and resources to ensure that work is completed efficiently.

#### **Meeting Leadership/Participation**

Ensuring that a meeting serves its business objectives while using appropriate interpersonal styles and methods and considering the needs and potential contributions of others.

#### **Member Focus**

Making Member and their needs a primary focus of one's actions; developing and sustaining productive Member relationships.

#### **Mobilizing Resources**

Managing staff and resources consistent with organizational goals; proactively negotiating and accessing resources outside one's immediate domain when necessary.

#### **Negotiation**

Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

#### **Operational Decision Making**

Relating and comparing; securing relevant information and identifying key issues; committing to an action after developing alternative courses of action that take into consideration resources, constraints, and organizational values.

#### **Planning and Organizing**

Establishing courses of action for self and others to ensure that work is completed efficiently.

#### **Quality Orientation**

Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

#### **Risk Taking**

Initiating action that tries to achieve a recognized benefit or advantage when potential negative consequences are understood.

#### **Selling the Vision**

Passionately selling the APOC strategy; creating a clear view of the future state by helping others understand and feel how things will be different when the future vision is achieved.

#### **Strategic Decision Making**

Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

#### **Strategic Job Design**

Determining the most effective APOC organization structure and job structure to accomplish a goal or strategy;

appropriately reconfiguring jobs to maximize opportunities for associate empowerment, continuous improvement, and flexibility.

**Valuing Diversity**

Appreciating and leveraging the capabilities, insights, and ideas of all individuals; working effectively with individuals of diverse style, ability, and motivation.

**Work Standards**

Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

By signing this job description, I hereby accept the responsibilities of the position as outlined in both role and competency requirements.

I understand that failure to fulfill the duties will be subject to the guidelines of the APOC Constitution.

Incumbent \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_