



Canadian Union of Postal Workers  
SCARBOROUGH LOCAL 602

# BULLETIN

Suite #12, 130 Dynamic Drive, Scarborough, Ontario M1V 5C9  
TEL: 416-412-1100 FAX: 416-412-7887 www.scarboroughcupw.org

May 25, 2026

## OFFICE ADMINISTRATION COMMITTEE

### 7.17 of Local By-Laws

- The Local shall establish an Office Administration Committee shall consist of three (3) members in good standing.
- These members would be appointed by the Local Executive Committee after a selection process as follows:
  - - i) notice be sent out Locally notifying members of any vacancies, and;
    - ii) all applicants would be scrutinized then selected based on knowledge of office administration knowledge and experience, Union activism and other pertinent information.
- These members would work on office administration tasks as required by Secretary Treasurer, whom would direct their work.
- Such appointments by selection process would have to be renewed triennially after Secretary Treasurer comes into office.
- Any expenses must have prior authorization by the Local Executive Committee.

Scarborough Local is now in the process of selection of 3 (three) members to the Office Administration Committee for the 2026 – 2029 term.

Any member that is interested in becoming part of Office Administration Committee, please submit your letter of intent to indicate your experience in:

- Office administrative / organization skills;
- Computer skills and knowledge;
- CUPW local administration with knowledge in constitution and local by-laws;

to Miles Lau, Secretary-Treasurer via one of the following methods:

email: [miles@scarboroughcupw.org](mailto:miles@scarboroughcupw.org)

fax: 416-412-7887

or

in person at the Local Union Office

BEFORE June 30, 2026