

CITY OF PENDLETON EMPLOYEES LOCAL 938
DUTIES OF OFFICERS and GENERAL COUNCIL DELEGATES

President - Presides over all meetings of the Local and the Executive Committee, serves on the bargaining team; serves on and makes appointments to committees; attends statewide Union meetings acting as an official representative of Local #938; appoints the Elections Committee; acts as the chief spokesperson for Local #938; participates in General Council.

Vice President - In the absence of or upon request of the President, performs the duties of the President; replaces the President for the unexpired term in the event of the death, incapacity, resignation or removal from office; conducts new employee orientation; assists the President as needed; and sets up and maintains a working communication system.

Secretary-Treasurer - Records minutes of all meetings; publishes meeting minutes as required; is the custodian of all Local records; maintains the financial record for disbursements of funds; ensures that financial matters are in compliance with the Constitution and Bylaws of Local #938 and SEIU Local 503, OPEU; and coordinates fund raising events.

General Council Delegates - Delegates attend the Union's biannual General Council as voting members; presenting any resolution which the Local may deem necessary for the good of the Union; working for the adoption of said resolution in conjunction with member delegates of other Locals. After General Council, it is the responsibility of the delegate to bring any new information to the Local meeting.

Stewards - Shall attend steward meetings; handle grievances through the steps within the agency; work closely with the Union Organizer in the handling and investigation of grievances; serve as a main communication channel between Union leaders and staff; is a primary provider of direct services to the Local members.

City Of Pendleton Employees Sublocal 938

2018 Candidate Statement – Limited to 200 words

Due Date: 03/02/2018 5:00PM

Candidate Name: _____ Home Email: _____

Candidate for Office(s): _____

Candidate Consent: By checking this box and upon submission of this nomination form, I hereby consent to be a candidate for the office selected above and being apprised of the requirements of the office, I am willing to serve, if elected, to the best of my ability in the fulfillment of the duties and responsibilities of the office.