

ODFW Local 109 Leadership Job Descriptions

Positions are 2 year terms.

Active participation as an officer provides many opportunities for personal and leadership development. It is an opportunity to assist others in improving the quality of their work lives and in asserting their rights as workers.

All Officers/Stewards: Further the principles of unionism and SEIU Local 503, OPEU membership; work to make the Union as strong as possible in the workplace in the spirit of solidarity by organizing coworkers to be involved in the Union's program of fighting for justice and empowerment; support the decisions made by the membership; provide leadership to the local; do not engage in any conduct which is intended to harm the Union.

A LOT OF UNION ACTIVITIES ARE DONE ON ACTIVISTS' OWN TIME.

President The President shall preside over all statewide meetings of the Local and the Executive Committee; build agendas for statewide meetings; vote in Executive Committee meetings only in the event of a tie; serve on and make appointments to agency committees that include SEIU Local 503, OPEU member representatives; participate in the political program; attend statewide 503 Union meetings acting as an official representative of Local # 109; appoint the Elections Committee; act as the chief spokesperson for Local # 109; serve as a General Council Delegate; serve as a Bargaining Delegate; and work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material.

Vice President The Vice President shall, in the absence of or upon request of the President, perform the duties of the President. The Vice President shall replace the President for the balance of his/her term in the event of death, incapacity, resignation or removal from office. The Vice President shall assist the President as needed; set up and maintain a working communication system; and is a voting member of the Executive Committee. The Vice President will work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material.

Secretary-Treasurer shall record minutes of Local 109 statewide meetings; keep correct and current records; publish meeting minutes as required; is the custodian of all statewide local records; maintains the financial record for disbursements of funds; ensure that financial matters are in compliance with the Constitution and Bylaws of Local # 109 and SEIU Local 503, OPEU; is a voting member of the Executive Committee.

Steward Responsibilities Stewards shall attend steward meetings; handle grievances through the steps within the agency; incorporate worksite support for grievances where possible; work closely with the Union Organizer for direction in the handling and investigation of grievances; serve as a main communication channel between Union leaders and staff; and is a primary provider of direct services to the Local members. Stewards will work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material

General Council Delegate All members of the General Council have important responsibilities. Attendance at all sessions of the General Council is a must, since important decisions are made at these sessions. Also, delegates who are appointed to serve on working committees are expected to

attend all scheduled meetings of their committee and to expend their full energies in accomplishing committee objectives. Delegates representing locals or districts that are sponsoring resolutions are responsible for actively working for adoption of those resolutions. It is the delegate's responsibility to appear before working committees in support of his/her local resolution(s). In addition, it is his/her obligation to actively work for adoption of the resolution on the floor of the Council as long as he/she believes the resolution is in the best interests of public service. Finally, it is the responsibility of every delegate to the General Council to plan for adequate reporting of Council events and decisions to the local or the district he/she represents. Every member of the Union deserves and needs to understand all of the actions taken by the General Council and the deliberations, which prompted those actions.

Local 109 will have 5 delegate positions. The President is an automatic Delegate. Delegate positions will be named in descending order of votes received from top of the list to bottom. Alternates will be listed likewise and will fill in when a Delegate cannot serve in descending order from top of list to the bottom.

Bargaining Delegate Elected delegates shall attend all bargaining conferences, shall attend all scheduled bargaining meetings, will create a communication system to communicate bargaining issues within the Local, will represent the Local at coalition bargaining, will help select a coalition chairperson, will make every effort to educate and inform local membership of bargaining issues at regular intervals.

Local 109 will have 4 delegate positions. The President is an automatic delegate. Delegate positions will be named in descending order of votes received from top of the list to bottom. Alternates will be listed likewise and will fill in when a Delegate cannot serve in descending order from top of list to the bottom.