

Job Responsibilities

Chapter President

- Lead Chapter Executive Board meetings
- Attend President Advisory meetings to advise Local President on Chapter issues
- Attend monthly Joint Executive Board meetings
- Review minutes from CEB meetings
- Represent chapter at meetings with state agencies
- Attend contract and impact bargaining sessions as appropriate
- Educate and communicate with their membership
- Chair membership meetings when appropriate
- Appoint members to Chapter committees
- Contact with Employers as higher level union representative when appropriate
- Support to elected officers and chapter stewards
- Develop new leaders
- Manage Chapter budget
- Sign off on expenses
- Ensure representation of members across regions/divisions/worksites
- Recruit stewards/activists
- Function as steward, bargaining team member, etc. in own agency as appropriate
- Assist stewards in dealing with cross-agency issues
- Interact with Local 509 staff
- Enforce by-laws of the Local
- Enforce contract(s)
- Media spokesperson for Chapter
- Maintain communication with JEB and Chapter Board
- Testify on bills/ lobby
- Monitor Federal and state legislation
- Build and maintain relationships with outside agencies
- Work with CEB and staff to develop legislative and state budget priorities
- Work with CEB and staff to develop chapter wide issues and strategies to address them
- Advocate for chapter priorities within the Local
- Promote union wide issues/campaigns among the membership

Chapter Board Member

- Attend Chapter Executive Board meetings
- File motions, vote, approve chapter budget, and record minutes as needed
- Assist with setting agenda for Chapter Board
- Answer member email and calls
- Maintain flow of information from members to leadership of Chapter and Local
- Project assignments from Chapter President
- Organize legislative lunches
- Participate in contract negotiations as appropriate
- Recruit stewards/activists
- May type up and distribute minutes
- Promote union issues/campaigns among the membership
- Communicate to members actions of the CEB
- Update new member/member contact information
- Participate in union leadership activities in own agency
- Represent the chapter at meetings with state agencies, legislators, outside groups
- Act as spokesperson for the union as appropriate
- Participate in bargaining as appropriate
- Attend Chapter Board meetings: file motions/ vote, approve Chapter Budget, record minutes
- Conduct/attend meetings at worksite
- Problem solve at worksites
- Post meeting notices and other union information
- Enforce by-laws of the Local
- Enforce contract
- Promote union's issues/campaigns among the membership

Stewards

- Address worksite issues as needed— in communication with Chapter Leadership and Field Representative
- Participate in labor management meetings as appropriate
- Write, file, argue and follow up on grievances in communication with Field Representative
- Welcome and orient new members, collect membership cards
- Collect Committee on Political Education (COPE) cards where allowed
- Advisor on contract questions
- Enforce contract
- Call and conduct meetings to communicate with members
- Represent the union at community events as appropriate
- Resolve issues informally
- Represent members at Weingarten meetings
- Represent members at worksite
- Share information from local with members
- Share info from members with local leaders
- Attend and chair local labor management meetings
- Advise members on remedial plans
- Assist and train other stewards
- Inform members of local's issues/campaigns and solicit participation
- Participate in negotiations as appropriate (contract, mid-term)

JEB Member

Attend monthly JEB meeting
Approve local budget
Keep union members updated on Union events and activities and JEB decisions
Recruit new members and train them as leaders
Promote solidarity among members
May present at new staff orientation
Welcome and orient new members
Educating members on union political structure and procedures
Organizing meetings with the stewards at job sites
Enforce ethical responsibility
Enforce contract
Enforce by-laws of the Local
Promote coalition building (team building)
Participation in JEB meeting as appropriate
Assist with interpretation of the contract
Resource for members on union issues
Represent the union at community events as appropriate
Promote union wide issues/campaigns among the membership
Ensure members'/chapters concerns are addressed by JEB
Participate in developing local-wide issues and strategies

Public Sector Vice Presidents/Area/Regional Reps

Communicate with membership

Liaison between members and management/members and union

Enforce contract

Hold regular membership meetings

Organize union actions

Advise members on political issues

Support other VP's

Crisis management at worksites

Recruit and train new leaders

Advise and support Chapter President

Mentor new leaders

Chair Committees (as applicable)

Responsible for area/regional grievances, including Step II where applicable

Support, advise and recruit stewards

Coercive appeals (DTA chapter only)

Manage union bulletin board

Distribute union information (printed and electronic) to stewards

Organize area/regional labor management meetings

Participate in statewide labor management meetings

Organize steward meetings

Recruit and manage stewards

Chapter impact bargaining

Keeper of records /files/notes

Negotiations support for contract

May act as steward