



POSITION DESCRIPTION: MEMBERSHIP

Definition: The membership position on the AFSCME Local 328 executive board serves as a link between new members, non-members, etc. and union leadership.

Required Duties:

- Update the eZone employee and membership data on monthly basis
- Attend monthly executive-board meetings and submit a monthly report
- Conduct a quarterly review of the NEO and member-recruitment documents in coordination with the ICC and other stakeholders, to ensure materials are up to date
- Liaise with eZone programmer re: relevant reports, interfacing, tools, bug fixes, etc.
- Monitor membership trends, particularly in relation to NEO
- Serve as a point of contact between OHSU Payroll, Council 75 and the eZone re: membership status
- Serve as a point of contact for membership questions
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Attend and help coordinate member-recruiting aspects of union events
- Support staff and officers with membership data requests

Budget Considerations:

- Tabling costs
- Swag
- Flyers
- Lost time

Support: The Local 328 membership position will receive a monthly incentive payment per the Executive Board Incentives policy.