

POSITION DESCRIPTION: PRESIDENT

Definition: The president of AFSCME Local 328 executive board serves as a common link between all aspects of our union's operations.

Required Duties:

- Preside at all meetings of the local union and of the executive board and executive committee
- Serve as a member of all committees except election committees
- Countersign checks
- Initiate and close executive-board email votes
- Appoint members of all standing committees and all ad-hoc committees of our union, subject to executive-board approval
- Develop agendas for various meetings (e.g., president/vice president/staff, executive committee, executive board)
- Report periodically to the membership regarding our union's progress and standing and the president's official acts
- Serve as an automatic delegate to all conventions and conferences, except when unable to attend
- Take grievances and other representation work, including AAEO cases, pre-dismissal meetings and separation agreements as time allows
- Chair our union's bargaining team
- Check union email on a daily basis and respond to messages in a timely manner

Suggested Activities:

- Attend the AFSCME/Human Resources meeting (with staff and all HR business partners)
- Establish one-on-one communication with HR vice president or high-level director
- Attend the AFSCME/OHSU labor leadership meeting (with staff, HR vice president and HR director)
- Participate in the unit-steward programs
- Serve as chief spokesperson during bargaining
- Mentor new union activists and leaders
- Document use of union time for applicable stakeholders
- Assist other officers in mission-critical areas
- Assist with training or other high-level facilitation
- Fill in for staff as needed

Support: The Local 328 president will receive a monthly stipend per the Officer Stipends policy. The president is granted 10 hours of paid time per week paid by OHSU, as well as up to 10 additional hours per week paid by the union.