



## POSITION DESCRIPTION: TRUSTEE

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**Definition:** The trustee positions on the AFSCME Local 328 executive board serve as links between the membership and the financial responsibility of the union leadership.

### **Required Duties:**

- Attend monthly executive-board meetings
- Conduct or oversee an annual audit in conjunction with local treasurer and bookkeeper
- Attend Council 75 annual financial-standards training
- Perform vote counts at executive-board meetings when results are not unanimous
- Check union email at least twice a week and respond to messages in a timely manner
- Read and review content of all email votes

### **Suggested Activities:**

- Serve on a committee
- Volunteer for rallies, pickets and other union-sponsored events

**Support:** Local 328 trustees will receive a monthly incentive payment per the Executive Board Incentives policy.