

## POSITION DESCRIPTION: VICE PRESIDENT

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**Definition:** The vice president of AFSCME Local 328 executive board supports the union president and serves as a link between the membership and union leadership.

### Required Duties:

- Stand in for the president to preside at and attend meetings as needed
- Stand in for the president to initiate and close executive-board email votes as needed
- Countersign checks
- Submit a monthly report to the executive board regarding the vice president's activities and official acts
- Succeed the union president in the event the position is vacated or the president is unable to continue to fulfill the role
- Serve as an investigatory steward
- Assume the role of chief steward in the event the position is vacated or the chief steward is unable to continue to fulfill the role
- Check union email on a daily basis and respond to messages in a timely manner
- Attend all executive-committee/-board meetings
- Participate in all email votes

### Suggested Activities:

- Visit work areas to discuss our union with members
- Give a presentation at NEO
- Take grievances and other representation work, including AAEO cases, pre-dismissal meetings and separation agreements
- Participate in the unit-steward program
- Attend the president/vice president/staff meeting
- Mentor new union activists and leaders
- Assist other officers in mission-critical areas

**Support:** The Local 328 vice president will receive a monthly stipend per the Officer Stipends policy. The vice president is granted 3.33 hours of paid time per week paid by OHSU, as well as up to 6.66 additional hours per week paid by the union.