

## POSITION DESCRIPTION: PRESIDENT

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**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.

## 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.

## POSITION DESCRIPTION: SECRETARY

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**Definition:** The secretary position on the AFSCME Local 328 executive board serves as a link between the board members and the operation of union business, while providing a record of that business to the membership.

### Required Duties:

- Attend and take minutes at monthly executive-committee meetings
- Attend and take minutes at monthly executive-board meetings
- Send Outlook appointments for executive-committee/-board meeting
- Disseminate letters of agreement to board members for subsequent voting
- Gather monthly reports from staff, board members and others and distribute prior to each board meeting
- Present transcribed minutes for board approval each month
- Post approved executive-board minutes to the Local 328 website
- Make annual room reservations for executive-committee/-board meetings
- Provide updated board roster to ICC chair for posting on the union website
- Maintain all records of our union (e.g., email-vote results, election results, correspondence, contracts, policies, etc.)
- Track monthly meeting attendance and email-vote participation for year-end incentive payments
- Submit updated board rosters to the International
- Participate in all email votes
- Check union email on a daily basis and respond to messages in a timely manner
- Sign checks as necessary

### Suggested Activities:

- Make room reservations (standing and ad hoc) for staff and other board members
- Interface with data maintenance position and ICC chair for periodic document review and update

**Support:** The Local 328 secretary will receive a monthly stipend per the Officer Stipends policy.

## POSITION DESCRIPTION: TREASURER

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**Definition:** The treasurer position on the AFSCME Local 328 executive board serves as a link between the union's finances and union leadership.

### Required Duties:

- Code invoices to appropriate budget account and money motion and send coded invoices to bookkeeper for payment processing
- Print checks for bills and other payments, obtain signatures on checks, attach check stub to invoice/check-request form and mail payments (or distribute reimbursements in person)
- Attend annual Council 75 financial-standards training
- Review budgets periodically for variances from actual expenses and income
- Deposit checks
- Review monthly bank statements and resolve any issues
- Confirm that payments have cleared the bank, stopping payment on checks if necessary
- Run monthly payroll for officer stipends
- Gather required documentation for annual taxes, work with CPA to ensure taxes are filed in a timely manner and sign completed tax returns
- Work with trustees to gather required documentation for annual audit, work with CPA to ensure audit is filed in a timely manner and sign completed audit
- Attend all executive-committee/-board meetings
- Submit a monthly report, including financial statements, to the executive board
- Check union email on a daily basis and respond to messages in a timely manner
- Check mail at the Council 75 office on a weekly basis
- Participate in all email votes

### Suggested Activities:

- Provide budget updates to officers and committee chairs on a regular basis or as requested
- Comment on AFSCME Local 328 blog
- Participate on union social-media pages

**Support:** The Local 328 treasurer will receive a monthly stipend per the Officer Stipends policy.

## POSITION DESCRIPTION: CHIEF STEWARD

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**Definition:** The chief steward position on the AFSCME Local 328 executive-board serves as a link between our union stewards and the membership, while providing support and representation to the membership.

### Required Duties:

- Appoint and maintain a group of lead stewards based on the contractual allowance
  - Designate leads based on need (eZone, senior, grievance, Gold Star and unit steward leads )
  - Plan and lead monthly lead steward meetings
- Plan and lead monthly investigatory/grievance steward meetings (determine activities and trainings, order food, etc.)
- Interface with data-maintenance position regarding eZone programming and upkeep
- Provide current OHSU work/vacation schedule
- Respond to high-priority communications during working hours within two hours
- Monitor eZone cases as needed (e.g., timeliness of assignment, grievance timelines, case statuses)
- Input and maintain the eZone calendar for daily assignments (eZone lead, duty staff, on-call stewards)
- Monitor and update eZone bulletin board for relevant information
- Attend monthly executive-committee/-board meetings
- Submit a monthly report to the executive board
- Check union email on a daily basis and respond to messages in a timely manner
- Participate in all email votes

### Suggested Activities:

- Organize annual or biennial lead retreat
- Visit work areas
- Maintain an investigatory/grievance steward Facebook group
- Organize steward holiday party
- Comment on AFSCME Local 328 blog
- Participate on union social-media pages

### Budget Considerations:

- eZone annual maintenance contract
- Office/administrative supplies
- Swag
- Gold Star rewards
- Recruiting costs
- Education/training costs
- Text-messaging program
- Catering for meetings and trainings
- Mileage

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