

DESCRIPTION OF OFFICER, CHAIR, VICE CHAIR AND DELEGATE POSITIONS

The Duties of the **President** include:

- a. To be the principal executive officer of the organization, responsible for the orderly and effective functioning of the organization
- b. To be the presiding officer at all meetings of the Membership, Steward Assembly and Executive Board
- c. To appoint, with the approval of the Executive Board, the chairpersons and members in good standing and special committees except as otherwise designated in this Constitution
- d. To be ex-officio member of all standing committees with the exception of the Election Committee
- e. To receive reports and respond to correspondence of the organization
- f. To direct the hiring, firing and supervision of all employees of the organization and set reasonable wages and benefits for them in accordance with Personnel Committee, the Executive Board and any applicable collective bargaining agreements
- g. To prepare agendas for meetings of the Membership, Steward Assembly and Executive Board with the advice and counsel of the officers
- h. To be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds, and
- i. To represent the organization before employer bodies, and executive and legislative officials
- j. To represent the organization before the public, community organizations, and the news media
- k. To be, by office, a delegate to all state and local labor federations with which the organization is affiliated and be a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies
- l. To make an annual report to the organization's membership
- m. To perform all duties authorized by the Executive Board, and
- n. To be able to delegate the responsibilities of the office except where prohibited by the Constitution.

The Duties of the **Vice President** include:

- a. To assume the duties, or the office if applicable, of the President in the event of absence, illness, recall, or death of the President
- b. To be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds, and
- c. To perform other duties as delegated by the President or assigned by the Executive Board.

The Duties of the **Secretary** include:

- a. To record and keep accurate minutes of meetings of the Membership, Steward Assembly, and the Executive Board
- b. To receive and certify the reports of the Election Committee
- c. To track and reference all policies adopted by the Executive Board, ensure that the policies are part of the new Executive Board member packets and updated in the policy book of the organization
- d. To maintain the non-financial files and records of the organization
- e. To be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds
- f. To perform duties of the office as required by the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).

The duties of the **Treasurer** include:

- a. To oversee the receipt, recordation, and deposition of all dues monies and other income in the name of the organization
- b. To oversee the maintenance of accurate membership records and notices of delinquency
- c. To be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds
- d. To maintain all financial records of the organization
- e. To chair the Audit Committee, arrange for an independent audit of the finances of the organization annually, and make same available to the Executive Board
- f. To transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated
- g. To chair the Budget Committee
- h. To perform duties of the office as required by the Labor-Management Reporting and Disclosure Act of 1959 and the guidelines developed by the AFT; and
- i. To perform all other duties as delegated by the President or assigned by the Executive Board.

The duties of the **Bargaining Unit Chairperson** include:

- a. To chair meetings of the Bargaining Unit
- b. To bring issues and concerns of members of the Bargaining Unit to Executive Board meetings
- c. To promote the policies enacted by the Executive Board to the Bargaining Unit membership

- d. To work with other members of the Executive Board to develop policies and plans to advance the overall objectives of the organization
- e. To implement organizing action plans for the Bargaining Unit, and
- f. To identify, develop, and promote leaders within the Bargaining Unit.

The duties of **Bargaining Unit Vice Chairperson** include:

- a. To bring issues and concerns of members of the Bargaining Unit to Executive Board meetings
- b. To work with other members of the Executive Board to develop policies and plans to advance the overall objectives of the organization
- c. To assist the Bargaining Unit Chairperson with the implementation of the organizing plans for the Bargaining Unit, and
- d. To assist the Bargaining Unit Chairperson with all the other matters identified by the Bargaining Unit Chairperson or the Executive Board of the organization. To conduct biannual general membership meetings.

The Duties of the **Convention Delegates** include:

- a. Delegates represent OFNHP in the conventions and other leadership events held by the labor organizations that OFNHP is affiliated with (e.g. the American Federation of Teachers national convention, the state conventions of the Oregon AFL-CIO and Washington State Labor Council, etc.) The delegates are empowered to vote on matters that come before those conventions as the representatives of our Union. The voting strength of our Union is typically divided among the OFNHP delegates in attendance at the event, and
- b. All delegates shall make written reports to the Executive Council on meetings attended.
- c. Washington State Labor Council (WSLC) Delegates will be available to travel to and attend the WSLC Convention and the annual WSLC Convention.
- d. Northwest Oregon Labor (NOLC) Delegates will be available to attend monthly meetings on the 4th Monday of each month at 7:00pm at the IBEW Local 48 Hall, 15937 NE Airport Way, Portland, OR.
- e. AFT Delegates will be available to travel to and attend the AFT convention on July 14-17, 2022 in Boston, Massachusetts.