

AFSCME LOCAL 3580: BOARD POSITION

President

DUTIES FROM CONSTITUTION

- Preside at all meetings of the Local and of the executive board.
 - Oversee all committees except nomination and election committees.
 - Countersign all checks drawn against the funds of the Local.
 - Appoint all standing committees and all special committees of the Local, subject to the approval of the executive board.
 - Report to the membership regarding the progress and standing of the Local and regarding the president's official acts.
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TIME COMMITMENTS

Duties that are done with management such as discussions and negotiations on agreements and policies are done on paid time. Expect work duties to be reduced by 10 to 30% some weeks.

Volunteer time varies, expect up to 1 to 3 hours each week for miscellaneous tasks and 2 to 4 hours per month for Board and Local meeting preparation. When conducting site visits (3 to 4 times each year), plan for 8 to 10 hours over two weeks.

Board meetings: 1 per month, 90 minutes to 2 hours

Weekly officer check in: About 3 per month, 30 minutes

Local meetings: 1 per month, 1 hour

OR AFSCME President's meeting: 1 per month, 30 minutes

OTHER THINGS YOU DO

- Act as primary contact with Metro management on contract questions and issues; new classifications or updated classifications; new or updated policies; pay or benefit updates or changes.
- With support from Oregon AFSCME and Local board members, facilitate discussions and negotiate agreements as needed on representation, safety and other topics. Examples include COVID-19 vaccine, Facility closure and Telework policies; Cost of living re-opener for 5% increase; and interim variable-hour representation agreements for OCC and Expo.
- Advocate on behalf on a variety of worker issues including payroll and benefit systems, safety, culture and policies. Maintain relationships with Metro Council and leadership to discuss concerns and advocate for change.
- Ensure Local remains union-led by supporting and facilitating review and discussions with members on issues, policies and agreements to ensure representation across different positions and worksites.
- As needed, participate and attend meetings on behalf of Local with other unions at Metro and Oregon AFSCME, Council 75.
- With other Local board members, conduct site visits 3 to 4 times each year
- Coordinate votes and decision-making of the Local.