Vice president

DUTIES FROM CONSTITUTION

- Assist the president in the work of the president's office.

- In the absence of the president or in their inability to serve, preside at all meetings and perform all duties otherwise performed by the president.

- Upon approval by the Local executive board, be authorized to act as co-signer of checks drawn on the Local funds in place of either the president or the secretary-treasurer.

TIME COMMITMENTS

Duties that are done with management such as negotiations, agreements and policy reviews are done on paid time. Expect work duties to be reduced by 10 to 20% some weeks.

Volunteer time varies, expect up to 1 to 2 hours each week for miscellaneous tasks. 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, 1 hour

OTHER THINGS YOU DO

- As required/assigned, act as contact with Metro management on specific contract issues; classification reviews and policies. Recent Vice president assignments include payroll accuracy advocacy and special project on tire damage reimbursements for WPES.

- As required/assigned, facilitate discussions and negotiate agreements as needed.

- 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 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