

AFSCME Local 668

Elected Offices Duty Descriptions Summaries

President:

- Preside at all meetings of the local union and of the executive board.
- Be a member of all committees except election committees.
- Has the authority to countersign all checks drawn against the funds of the local
- Appoint or disband all committees, chairs and members of the local union. All committees shall serve at the pleasure of the president with one exception: the contract negotiation committee.
- Report periodically to the membership regarding the progress, standing and official acts of the local union.
- Have the authority to act as an at-large steward for contractual purposes.
- Be an automatic delegate to the AFSCME International Convention, AFSCME Council 5 Convention and the state AFL-CIO convention should the local wish to send a delegate or delegates.

Vice-President:

- Assist the president in the work of that office.
- In the absence of the president or inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- Has authority to countersign all checks drawn against the funds of the local union.
- Has authority to act as an at-large steward for contractual purposes.
- In the absence of the secretary at meetings, the vice-president shall take minutes.

Secretary:

- Keep a record of the proceedings of all membership meetings and of all executive board meetings.
- Carry on the official correspondence of the local, except as the executive board may direct otherwise.
- Has authority to countersign all checks drawn against the funds of the local union.
- Perform such other duties as the executive board may require.

Treasurer:

- Keep accurate records of the local's monies in ensuring appropriate approval of expenditures, preparing and ensure counter signing of checks, deposits, tracking, transactions, monthly membership reports, and international reports, and act as custodian of all properties of the local union.

Chief Steward:

- Coordinate stewards and grievances to ensure fair representation and timely processing.
- Report at regular meetings of the executive board and general membership on the status of grievances and concerns of the local union members.
- Chair, call, set agendas, and hold steward meetings on a regular basis.
- Coordinate training for stewards.
- Advise and mentor stewards in how to carry out their duties ensuring fair representation.

Trustees:

- The trustees shall make or cause to be made at least an annual audit of the local union's finances, and shall report to the membership on the results of such audit.

Executive Board

- Be the governing body of the local union except when meetings of the local union are in session.
- Decide all matters affecting the policies, means of accomplishing the purposes of the local union not specifically provided for in this constitution or by action of the membership at a regular or special meeting.
- Meet at the call of the president or a majority of the members of the board.
- Make a report on all actions taken by the executive board to the membership at the next following meeting.
- Be actively involved in the education and recruitment of new members.
- A majority of the members of the executive board shall be required for a quorum.

All positions, except trustees, will also perform the following duties, in addition to those associated with their title:

- Attend a monthly e-board meeting
- Attend the monthly general membership meeting
- Are appointed to committees of the local.