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| **Position** | **General duties**  | **Specific duties** |
| **President**Elected by all members | * Organize and represent all faculty across the District
* Chair executive board meetings
* Chair quarterly membership meetings
* Build the power of the union
* Know the Agreement well
* Problem-solve with faculty & administrators
* Serve as a delegate to AFT Washington convention
* Address questions & concerns in a timely manner
* Engage in political activities
* Engage with our union affiliates
 | * Support officers in carrying out their duties, orientation & mentoring
* Communicate regularly with faculty & executive board
* Attend Senate meetings as available
* Meet regularly with District administrators
* Co-chair Agreement Management meetings
* Update membership roster monthly
* Fill-in for essential officer positions as needed (Treas. Dist. Grievance, etc)
* Attend Board of Trustee meetings
* Participate in committees & events w/AFT, AFT WA, County Labor Council, State Labor Council
* Help to guide legislative agenda set by AFT WA
* Manage the union (e.g., budget, audit, negotiations, elections, senate selections, grievances, adherence to relevant laws, sign necessary documents)
* Organize regular & special meetings & events
* Do whatever needs to be done, daily
 |
| **President for Part-time Faculty**Elected by all part-time & adjunct members | * Organize and represent all part-time faculty across the District
* Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Keep attention on issues specific to PT & adjunct faculty
* Do education & outreach to both faculty & administrators
* Communicate regularly with part-time faculty & executive board
* Visit senate meetings
* Hold a quarterly meeting for PT faculty
* Join meetings with college presidents and VPI’s when asked
* Help to guide negotiations, especially on PT issues
* Help to guide the legislative agenda set by AFT WA
* Attend Agreement Management meetings
* Participate in AFT WA’s Contingent Faculty Issues Committee/AFT’s Adjunct Faculty Advisory Group
 |
| **Treasurer**Treasurer, cont.Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Serve as a delegate to AFT Washington convention
* Address questions & concerns in a timely manner
* Ensure the fiscal health of the organization & compliance with all relevant laws
* Have charge of all funds of the organization
 | * Make regular financial reports to executive board and membership meetings
* Form and chair annual budget committee
* Present an annual budget to the executive board
* Make proper per capita payments to AFT, AFT WA, WSLC, and MLKCLC
* File timely tax reports
* Maintain the organization’s financial records & make them available for the annual audit
* Track the organization’s investments
* Work with the president and Membership Chair to maintain the list of members in good standing (issue membership cards?)
 |
| **Secretary**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Serve as a delegate to AFT Washington convention
* Address questions & concerns in a timely manner
* Engage in political activities
* Engage with our union affiliates
 | * Record & maintain the minutes of executive board meetings and membership meetings
* Make copies of minutes from previous meetings available for final approval and posting
* Chair the elections committee, set the dates for AFT Seattle elections, and oversee the nomination of officers
* Communicate with faculty regarding the elections process
 |
| **Communications/****Technology Chair**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Analyze communication needs of the organization
* Chair ad hoc committees as needed
* Manage AFT Seattle’s social media, networks, and platforms
* Update the website, Facebook page, etc., supplying regular & current information to the membership
* Manage communications between the executive board and the membership
* Solicit information & content for newsletters, contract explanations, etc., prepare and publish
* Participate in technology-related committees that address faculty working conditions
 |
| **Human & Civil Rights Chair**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Serve as a liaison to AFT WA’s Human & Civil Rights committee
* Form and chair a H&CR committee that draws members from all campuses and represents a range of interests
* Schedule & facilitate meetings of the committee at least once per quarter
* Support & facilitate events & actions endorsed by the committee
* Participate with other campus committees & departments to protect and promote the human & civil rights of all college community members
 |
| **Membership Chair**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Maintain the organization’s database of members
* Work with AFT WA, the Senates, & Executive Board to plan membership drives
* Play a leading role in membership drives & outreach to non-members
* Support the Treasurer or AFT Seattle President when unable to perform the per capita calculations & payments
 |
| **Negotiations Chair**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Attend Agreement Management meetings
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Call & chair ad hoc bargaining prep committee in the year before each Agreement expires
* Collect and track potential negotiations issues
* Work with executive board, senates, and faculty groups to develop negotiations interests
* Survey the members on priorities and needs
* Recruit negotiations team members, researchers, and a mobilization team, and recommend to the executive board
* Lead/assist the negotiating team during bargaining
* Communicate with the members during the negotiations process
* Lead the ratification process
 |
| **Political Action Chair**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Form and chair a political action committee
* Actively promote the legislative positions of AFT Seattle to elected officials
* Conduct endorsement processes that the executive board votes to pursue via questionnaires & forums
* Abide by endorsement procedures used and decisions made by our affiliates.
* Organize & lead Lobby Day/legislative activities
* Participate in PAC & COPE committees of our affiliates
* Organize and lead phone banking & doorbelling activities for candidates and initiatives supported by AFT Seattle and our affiliates
* Arrange for dissemination of work-site position papers & leaflets
* Promote COPE contributions
 |
| **Professional Issues Chair**Elected by all members | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Monitor issues in the areas of professional development & instructional issues, on local and national levels
* Promote professionalism among faculty
* Serve as liaison to the District Faculty Development office
* Report to the executive board/negotiations chair on items that may need attention
* Serve as a FACTC representative and/or communicate with the reps for all three colleges and report to the executive board
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| **Faculty Senate President**Elected by all members of respective college | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Chair campus Faculty Senate meetings
* Facilitate communication between Senate & E-board
* Bring campus issues to E-board
* Address and resolve campus issues
* Assist faculty in problem-solving
* Facilitate collegiality
* Communicate will college personnel
* Organize college-level actions
* Meet with college president and VPI regularly
* Assume duties of the District President in their absence
* Suggest grievance officers and committee members to the executive board
* Work with campus grievance chair as needed
 |
| **Representative for Part-time faculty**Elected by part-time members of respective college | * Attend executive board meetings
* Attend quarterly membership meetings
* Know the Agreement well
* Address questions & concerns in a timely manner
* Serve as a delegate to AFT Washington convention
* Engage in political activities
* Engage with our union affiliates
 | * Communicate to and from part-time faculty
* Understand the tentative position in which many part-time faculty work
* Promote & attend meetings and events with part-time faculty
* Support AFT Seattle efforts & activities that focus on part-time faculty
 |
| ***Appointed positions*** |  |  |
| District Grievance Chair |  |  |
| Campus Grievance Chair |  |  |
| Senate Secretary |  |  |
|  | All officers—Represent AFT Seattle to our members, uphold our principles and promote the well-being of faculty |  |