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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 |  |