

## **CHAPTER PRESIDENT JOB DESCRIPTION**

### **Definition**

The chapter president is a CSEA member in good standing elected by members within the chapter in accordance with procedures set forth in the chapter constitution.

### **Responsibility**

To ensure that all business of the chapter is conducted in compliance with the constitution, bylaws and policies of the Association and chapter; to promote the good and welfare of CSEA members; to instill confidence, good will and understanding among the members and the employer; to ensure services of the Association are effectively delivered to chapter members by overseeing the implementation of Association policies and programs at the chapter level. As determined by the chapter constitution, responsibilities may include, but are not limited to:

1. Preside over all general and special meetings of the chapter and its executive board.
2. Serve as chairperson of the chapter executive board.
3. Appoint chapter committees and their chairpersons in accordance with the constitution, bylaws and policies of the Association and chapter.
4. Serve as ex-officio member of committees.
5. Appoint job stewards and site representatives.
6. May act as chief job steward and chairperson of the grievance committee.
7. Act as chairperson and/or member-spokesperson of the negotiating committee.
8. Serve as a chapter delegate to the Annual Conference of the Association.
9. Call special meetings of the executive board and chapter.
10. Appoint a parliamentarian, if necessary, to assist in the orderly conduct of chapter meetings.
11. With chapter secretary, sign all official minutes following their approval by the members.
12. Along with at least one other chapter officer as signatory, sign checks disbursing chapter funds.
13. Attend regional presidents and regional council meetings, officer leadership development seminars, the Annual Conference, and other CSEA workshops and seminars.
14. Instill and encourage loyalty to CSEA among officers and members.

# The Chapter Vice President's Role

## INTRODUCTION

As vice president of your chapter, you are an extremely important part of the leadership team. Generally, it is expected the vice president is preparing to serve the chapter as president in the future. The vice president is to assume the role of the president in an emergency when the current president is unavailable, and usually assumes the office of president in the event of a vacancy. To prepare for both of these possibilities, the vice president needs to become knowledgeable about CSEA: the structure of the organization; its policies, Constitution and Bylaws, and standing rules; other services available to the membership; and how to perform the president's duties.

The vice president attends all executive board, chapter and special meetings, and serves on committees at the direction of the president.

## DUTIES AND RESPONSIBILITIES

Vice presidents can and do perform a number of duties at the direction of the president that will lend assistance and strengthen the chapter. An active vice president must:

- Prepare to serve as president
- Attend all chapter and executive board meetings
- Attend other meetings as directed by the president
- Serve on all committees to which assigned
- Become familiar with all policies, the constitution and bylaws, and standing rules of both the chapter and the Association
- Understand CSEA's organization and services beyond the local chapter
- Instill and encourage loyalty to CSEA.

In addition, and with direction and/or permission from the chapter president, the vice president can serve the chapter by:

- Planning and arranging programs for chapter meetings (i.e., speakers, films, special interest events)
- Conducting membership drives on behalf of the chapter
- Attending RPM meetings, school board, personnel commission and other meetings, either with the chapter president or in the president's place
- Assist in communicating with chapter members
- Plan social events and/or chapter activities that will provide opportunities for members to get acquainted

Let's discuss the items mentioned in more detail.

# CHAPTER SECRETARY DUTIES

Some secretarial duties depend upon the size of the chapter, the number of bargaining units and duties assigned by the chapter constitution. Additional duties may be assigned by the chapter members through adoption of standing rules, or may be delegated by the executive board or the president. Larger chapters may consider an additional position of “corresponding secretary” to receive and respond to communications on behalf of the executive board and chapter.

## **Chapter secretaries:**

- Actively participate in the decision making functions of the executive board
- Meet with the executive board to prepare agendas for general meetings and executive board meetings
- Notify all members in writing of general and special chapter meetings (time, date, place) and the agenda for each meeting
- Keep an accurate roll of members and officers in attendance at chapter and executive board meetings
- Record the minutes of executive board, general and special chapter meetings
- With the president, sign official minutes when approved by the membership
- Receive and route CSEA bulletins, notices and letters to the chapter
- Keep the records and files of the chapter, including an inventory of equipment or furniture the chapter owns
- Maintain up-to-date copies of the *Constitution and Bylaws* and *Policy* of the Association and the constitution of the chapter and see that copies of same are available for reference at all executive board and chapter meetings, and available for inspection by the general membership upon request
- Know and follow the provisions of the Association and chapter constitutions, policies, standing rules and parliamentary procedure
- Notify members of all committees of their appointment/election
- Be, or become, knowledgeable about CSEA’s structure and services available to CSEA members and unit members
- Attend leadership institutes
- Attend applicable CSEA training seminars
- Read communications at chapter meetings
- Respond to communications on behalf of the chapter under direction of the executive board, president and the membership
- Instill and encourage loyalty to CSEA

# CHAPTER PUBLIC RELATIONS OFFICER DUTIES

The chapter public relations officer (CPRO) is a valuable chapter officer and member of the executive board. You can help make your chapter strong and effective by consistent preparation and distribution of a supportive and informative chapter newsletter.

Throughout its history, CSEA has depended on the volunteer efforts of active members just like you. As a Chapter Public Relations Officer (CPRO), you are a valuable asset to CSEA. Your local communications will strengthen your chapter and the union as a whole.

A CPRO's duties vary from chapter to chapter, but the basic goal of every CPRO is to inform members of what their union is doing and how they can get involved. In addition to flyers, announcements and occasional media communications, your primary task is to produce and distribute a chapter newsletter.

**CPRO duties vary from chapter to chapter, depending on the size and specific needs of the chapter, but should include:**

- Serving as a member of the chapter's executive board
- Attending annual leadership training/institutes
- Gathering news for a regularly published chapter newsletter
- Distributing the chapter newsletter
- Entering the Golden Pen chapter newsletter competition
- Working with the regional public relations officer (RPRO)
- Instill and encourage loyalty to CSEA

**As the chapter's public relations officer and member of the chapter executive board, you may:**

- Prepare articles for local newspapers
- Communicate with local radio and television stations
- Prepare meeting announcements, flyers or special interest bulletins about topical issues such as negotiations or legislation

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Refer to CSEA's publication "Leaflets That Work" for help in preparing leaflets and special interest flyers.

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