

HGEA/AFSCME
PRESIDENT
POSITION DESCRIPTION

A. GENERAL DESCRIPTION

The president shall preside at meetings of the general membership, general assembly and board of directors, and shall represent the membership on union matters in accordance with the Charter of Incorporation and Bylaws. The president is elected by the active membership of the union.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Presides at the board of directors, general assembly and other general membership meetings.
2. Serves as chairperson for the officers committee, building committee, C.R. Kendall scholarship trust fund, and council of presidents.
3. Appoints all committees with the approval of the board of directors, unless otherwise provided by the bylaws.
4. Serves as an ex-officio member of all committees, but shall not be counted in determining a quorum.
5. Submits a report to the biennial general assembly.
6. Represents the union and membership on union matters, including speaking on behalf of the union and board of directors at union functions and other community events as required.
7. Represents the union on the Hawaii State AFL-CIO board of directors.
8. Encourages solidarity among bargaining units, membership participation in union activities and pride in the union.
9. Provides leadership and guidance to the board in achieving the union's goals and objectives.
10. Chair meetings effectively, assuring adequate discussion of all issues, but utilizing the board's time wisely.
11. Develops close communication with the executive director.
12. Develops board members to assume future leadership roles in the union.

13. Enhances the union's image in the community.
14. Serves as a role model for other volunteers as demonstrated by the way he/she represents the union.

C. BACKGROUND AND QUALIFICATION FOR OFFICE

1. Broad knowledge of the union's programs and operations.
2. Commitment to the union and its membership.
3. Able to make decisions; support actions of the board of directors and union.
4. Able to communicate effectively; speak in front of large groups; have strong written and verbal skills.
5. Experience as a steward, unit officer or delegate helpful.
6. Knowledge of parliamentary procedures helpful.
7. Able to take time off from work to participate in union activities.
8. Able to attend evening and weekend meetings and activities on a regular basis.
9. Able to travel inter-island and to the mainland periodically to represent the union.

Adopted by the Board of Directors on February 21, 1997
Amended: June 24, 2005

HGEA/AFSCME
BOARD DIRECTOR
POSITION DESCRIPTION

A. GENERAL DESCRIPTION

The board director shall represent the interest of the general membership in the development of the union's program goals and objectives. The director shall serve as a link between the interests of the board and the interests of the bargaining units and islands. Each board director is responsible for obtaining unit/island input and for keeping unit/island groups informed of board activities. The decisions of the board affect all members of the union and therefore require that board directors commit sufficient time and energy to understand and share their opinions regarding issues before the board. Board directors are expected to support all decisions made by the board.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Provides unit/island input to the board of directors. Serve as the board and union spokesperson at unit/island meetings. Board directors that represent bargaining units also serve on unit boards and provide the link between the activities of the unit and the HGEA/AFSCME board.
2. Provides input in the development of board programs, the biennial budget and the board goals and objectives. Assists in the implementation of board programs and activities.
3. Works with other board directors to review and consider new programs and changes to existing programs for the membership.
4. May serve as a board committee chairperson, vice chairperson or committee member to the union's standing and special committees.
5. Recommends board appointments to committees.
6. Provides reports to unit/island groups regarding the activities of the board and the union in general.
7. Speaks on behalf of the board and the union at unit/island functions as requested.
8. Encourages solidarity among bargaining units, membership participation in union activities and pride in the union.
9. Has a fiduciary responsibility to the membership and board of directors to protect and defend the union's organization and programs.

C. BACKGROUND AND QUALIFICATIONS FOR OFFICE

1. Broad knowledge of the union's programs and operations.
2. Basic understanding of budgeting and financial reporting.
3. Experience as a steward, unit director, delegate or committee member helpful.
4. Commitment to helping the union and its membership.
5. Able to make decisions; support actions of the board of directors and union.
6. Able to communicate; have good written and verbal skills.
7. Able to take time off from work, using vacation leave or other personal leave to participate in union activities. Board members meet approximately 10-12 times per year for meetings or functions. Neighbor island directors may have additional island responsibilities and require more time off from work for travel purposes.
8. Able to attend evening and weekend meetings and activities on a regular basis.
9. Able to travel inter-island and to the mainland on occasion to participate in union activities.
10. Directors elected by the bargaining unit membership must be committed to representing the interest of their unit on a statewide basis, and must also serve on the unit's board of directors. The unit directors may also be requested to attend unit island division meetings on all islands.
11. Directors elected at-large by the active membership on a geographical basis must be committed to representing the interests of all members in that geographical jurisdiction. In addition, the director-at-large must preside over the advisory council of the jurisdiction and serve as an ex-officio to all committees in that jurisdiction. The director-at-large may also be requested to attend unit island division meetings and unit board meetings held in that jurisdiction.

Adopted by the Board of Directors on February 21, 1997
Amended September 9, 2005