

# Duties of officers:

**President:** He/she shall preside at all meetings of this local and of the Executive Board. He/She shall appoint all committees and shall be an ad-hoc member of all such committees, and shall perform such other duties as pertained to his/her office of such duties as the members in meetings may assign to him/her. He/She shall, with the Secretary/Treasurer, sign all written documents authorized by the members in the meeting assembled. He/She shall appoint shop stewards for all tours, stations, and associated offices, and shall have the full authority to act in place of shop steward. All stewards will serve at the direction of the president and he/she shall have the authority, with the concurrence of the Executive Board, to remove any steward for just cause. It is the responsibility of the President to administer the day to day activities of the local. He/she shall be an automatic delegate to the National and state conventions of the APWU, funds available. He/she shall be the unions official Spokesperson to management on local policy and shall be Chief Spokesperson of the local Negotiation Team. He/she shall be responsible for all equipment and materials entrusted to them.

**Vice-President:** He/she shall, in the absence of the president, be vested with the same authority as the president, and shall perform the duties of that capacity. He/she shall assist the President in handling problems and grievances. He/she shall assume office of President if it is vacant due to death or resignation. He/she shall serve as parliamentarian to rule on reprehensive for the local. He/she shall be the ABA (Accident Benefit Association) representative for the local. He/she shall be responsible for conducting all quarterly Labor/Management meetings. He/she shall be responsible for all equipment and material entrusted to them.

**Secretary/Treasurer:** He/she shall have the charge of all the official documents, bills and other pertinent financial records of the local. Those records shall be open at all times for inspection by the members. He/she shall call the meeting to order in the absence of the president and vice-president, and perform all duties assigned to them by this local. He/she shall receive all monies paid into the local and give proper receipt for same. He/she shall keep a correct account for the local and its members. He/she shall give a full report at the first meeting after the end of each quarter. He/she shall pay all bills that are properly sanctioned. He/she shall keep a regular and systematic book of accounts and shall be ready to submit to an examination of the same whenever desired by the membership or executive board. He/she shall complete all necessary government forms in an timely manner. He/she shall keep a correct and impartial account of all proceedings of that body. He/she shall maintain a current roster of all members and complete the necessary documents for new members. He/she shall be responsible for all equipment and materials entrusted to them.

**Clerk Craft Director:** He/she shall be in charge with the responsibility of handling all problems and grievances pertaining to the clerk craft and special deliverary craft. He/she shall, with close association with the president and vice president, organize and maintain an ongoing training program for the stewards in his or her craft, to include one training session per quarter. he/she shall, with close association with the president and vice president, administer and process step 2 appeals and maintain grievances. He/she shall assimilate and convey to stewards and officers decisions dealing with the National Agreement and gather material that may be useful in grievance and negotiations. He/she shall be responsible for all equipment and materials entrusted to them.

**Maintenance Craft Director:** He/she shall be charged with the responsibility of handling all problems and grievances pertaining to the maintenance craft. He/she shall, with close association with the president and vice president, organize and maintain an ongoing training program for the stewards in his/her craft, to include one training session per quarter. He/she shall, with close association with the president and vice president, administer and process step 2 appeals and maintain grievances files. He/she shall assimilate and convey to stewards and officers decisions dealing with the national agreement and gather material that may be useful in grievances and negotiations. He/she shall be responsible for all equipment and materials entrusted to them.

**Associated office directors:** Each associated office with twenty or more craft personal will have a Director elected/appointed from those personal. He/she shall conduct day to day labor/management relations for that office. He/she shall, with close association with the president and vice president, administer and process step 2 appeals and maintain grievance files. He/she shall be charged with the responsibility of handling all problems and grievances pertaining to that office. He/she shall be an automatic delegate to the state convention. He/she shall recommend personal to be appointed stewards by the president. He/she shall, with close association with the president and vice president, organize and maintain an ongoing training program for the stewards in his/her office, to include one training session per quater. He/she shall assimilate and convey to stewards and officers decisions dealing with the National Agreement and gather material that may be useful in grievances and negotiations. He/she shall be responsible for all equipment and materials entrusted to them.

**Editor:** The duties of the editor shall be to edit and have published the Salem Update a minimum of 9 times per year at the following frequencies; single issues for the months of January, Febuary, March, April, May, October and November. Issues of the Salem Update with the exception of the election issue, will publish 2 weeks prior to the meeting date. The editor my combine the June/July, August/September issues. The editor shall be charged with the

responsibility editing all copies submitted, for libel, spelling, grammar, violations of federal laws and regulations. At no time shall the editor change the motive or direction of the contributor's article. The editor shall be charged the credibility, integrity and moral principles of the local through the issues of the Salem update. The editor shall be a member of the APWU Postal Press Association with the membership dues to be paid by the local. The editor shall also maintain a mailing permit for the Salem update and the use of the local, with the fees paid by the local. The editor will appoint an Associate Editor and staff as he/she deems necessary. The editor shall be paid a stipend of \$65 per issue. The editor shall be a delegate to the APWU Postal Press Association National Conference, expenses to be paid by the local if funds are available. If funds are not available, the editor may elect to attend at his/her own expense. He/she shall be responsible for all equipment and materials entrusted to him.

**Hospital Plan Representative:** He/she shall maintain an ongoing plan to assist members with problems pertaining to the APWU Hospital Plan. He/she shall periodically write articles concerning the plan to be published in the Salem update and shall organize open season efforts. He/she shall be responsible for all material and equipment entrusted to them.

**Legislation Representative:** He/she shall maintain an ongoing Legislator program. He/she shall advise the officers and members of the goals and activities of the National, State, and Local Union through the Salem update and general membership meetings. He/she shall organize legislative projects as the need occurs. He/she shall be responsible for all equipment and material entrusted in them.

**Stewards:** He/she shall be responsible for investigating and adjusting grievances within their section of compliance with Article 11 of this constitution. He/she shall retain the right to process grievances to step 2, at their discretion. He/she shall notify the appropriate Director of the intent to process a grievance to step 2. He/she shall forward all grievances files to the appropriate Director in a timely manner.