

POSITION DESCRIPTION: COMMUNITY LIAISON

Definition: The community-liaison position on the AFSCME Local 328 executive board serves as a link between our union and the public.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Maintain relationships with other community and labor groups (e.g., Oregon Food Bank, Portland Jobs with Justice)
- Maintain relationships with other unions at OHSU (Graduate Researchers Union, House Officers Union, Oregon Nurses Association, OHSU Police Association) and in the community
- Plan at least one community-service activity per year (e.g. food banking, coat drive)
- Actively seek out opportunities for union members to participate in community events
- Notify ICC chair of events and activities for advertisement to the membership
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Organize a Labor Day event
- Coordinate events with other unions, both at OHSU and within the community
- Coordinate with the Diversity, Equity & Inclusion chair on related events (e.g., Good in the Hood festival, Pride parade)
- Work with Labor's Community Service
- Table at OHSU Farmers Market
- Identify volunteer opportunities and activities for union participation

Budget Considerations:

- Flyers
- Contributions (e.g. charity walks, neighborhood events, community fundraisers)
- Labor Day event
- Mileage
- Tabling costs

Support: The Local 328 community liaison will receive a monthly incentive payment per the Executive Board Incentives policy.



POSITION DESCRIPTION: DATA MAINTENANCE

Definition: The data-maintenance position on the AFSCME Local 328 executive board serves as a link between union data/documents and union leadership.

Required Duties:

- Update the eZone employee and membership data on monthly basis
- Attend monthly executive-board meetings and submit a monthly report
- Conduct a quarterly review of the union's document library in coordination with the ICC, policy committee and other stakeholders
- Liaise with eZone programmer re: relevant reports, interfacing, tools, bug fixes, etc.
- Work with stewards and staff for eZone upkeep and function
- Monitor membership trends, particularly in relation to NEO
- Serve as a point of contact between OHSU Payroll, Council 75 and the eZone re: membership status
- Serve as a point of contact for membership questions
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Attend and help coordinate data-gathering aspects of union events
- Support staff and officers with data requests

Budget Considerations:

- Coordinate with chief steward re: data-maintenance-related eZone expenses

Support: The Local 328 data-maintenance position will receive a monthly incentive payment per the Executive Board Incentives policy.



POSITION DESCRIPTION: EDUCATION & TRAINING

Definition: The education and training position on the AFSCME Local 328 executive board serves as a link between the membership and the educational opportunities sponsored by our union.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Communicate career and training opportunities at the OHSU/AFSCME Career and Workplace Enhancement Center
- Maintain a list of ongoing training opportunities in the community
- Notify ICC chair of events and activities for advertisement to the membership
- Solicit and review applications (Education/Training/Event Application form) for events per the Education, Trainings, and Non-Convention Events policy
- Collect and process training/conference registrations
- Ensure that all attendees of events sign the Education/Training/Event Attendance Agreement prior to all events
- Work with the ICC to periodically advertise the AFSCME Free College Benefit and various scholarship opportunities
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Coordinate with the ICC to maintain the education page for the Local 328 website
- Work with other labor education groups locally or internationally
- Table at OHSU Farmers Market

Budget Considerations:

- Flyers
- Transportation/mileage
- Registration fees
- Lodging
- Per diem
- Release time

Support: The Local 328 education and training position will receive a monthly incentive payment per the Executive Board Incentives policy.



POSITION DESCRIPTION: POLITICAL-ACTION COMMITTEE

Definition: The political-action committee chair position on the AFSCME Local 328 executive board serves as the link between the membership and politics. The PAC chair manages a committee of up to six people.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Chair monthly PAC meetings
 - Determine make-up and activities of committee
 - Prepare an annual budget
- Lobby for pro-worker candidates and ballot initiatives
- Conduct voter-registration drives
- Organize volunteers for canvassing, text-banking, etc.
- Communicate with membership about candidates/initiatives/political developments
- Seek out opportunities to involve interested members in the political process
- Notify ICC chair of events and activities for advertisement to the membership
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Participate in candidate endorsement interviews
- Participate in lobby days
- Invite politicians to speak at union events
- Canvassing and phone/text banking
- Work with Council 75 PAC chair and political staff

Budget Considerations:

- Flyers
- Release time
- Mileage
- Event food
- PEOPLE conference

Support: The Local 328 PAC chair will receive a monthly incentive payment per the Executive Board Incentives policy.

POSITION DESCRIPTION: INTERNAL COMMUNICATIONS

Definition: The internal-communications committee-chair position on the AFSCME Local 328 executive board serves as a link between the membership and news about our union, by coordinating all union communications.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Chair monthly ICC meetings
 - Determine make-up and activities of committee
 - Prepare an annual budget
- Ensure that all union communications have consistent, recognizable Local 328 branding
- Ensure that all union communications have been copyedited prior to distribution
- Publicize union news and information to the membership using the most suitable method (e.g., blog, social media, email, poster, flyer)
- Solicit staff and other board members or committees for content (e.g., emails, blog articles, posters)
- Maintain and post to our union's social-media pages (or delegate to other ICC members)
- Update our union's website (or delegate to other ICC members)
- Post articles to and moderate comments for our union's blog (or delegate to other ICC members)
- Design brochures, flyers, posters, etc. (or delegate to other ICC members)
- Work with our union's president to ensure that HR receives a draft of email communications when mandated by the contract
- Load email content into the newsletter editor of the eZone and send emails during the contractually allowed timeframe
- Submit Copy Center orders for staff and other board members or committee
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Produce informal short videos with members for communications campaigns
- Develop an annual communications plan
- Interface with data maintenance position and secretary for periodic document review and update

Budget Considerations:

- Posters
- Release time
- Facebook post boosts and page promotion

Support: The Local 328 ICC chair will receive a monthly incentive payment per the Executive Board Incentives policy.



POSITION DESCRIPTION: BUILDING MANAGER

Definition: The building-manager position on the AFSCME Local 328 executive board serves as a link between the membership and the maintenance of the local owned property on 4006 SW Barbur Boulevard.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Serve as a point of contact for our union's property-management company
- Attend to emergency calls regarding the Barbur building (local office and tenants)
- Coordinate activities for property maintenance and upkeep (e.g., cleaning service, routine repairs, signage updates, etc.)
- Communicate with the executive committee re: property needs and ideas
- Work with Council 75 to determine what support is provided
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Organize semi-annual office clean-up days (e.g., discarding materials, moving items to storage, etc.)
- Work with property-management company regarding appropriate rent and tenancy changes, advising the executive committee as needed

Support: The Local 328 building manager will receive a monthly incentive payment per the Executive Board Incentives policy.

POSITION DESCRIPTION: DIVERSITY, EQUITY & INCLUSION

Definition: The diversity, equity & inclusion position on the AFSCME Local 328 executive board serves as a link between our union and the diverse populations within the membership. The DEI chair manages a committee of around ten people.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Chair monthly DEI meeting
 - Determine make-up and activities of committee
 - Prepare an annual budget
- Assess Local 328's policies and procedures with a focus on racial justice
- Organize annual DEI trainings for the executive board
- Coordinate with the chief steward on DEI trainings for stewards
- Track any incidents of harassment and discrimination within Local 328
- Build partnerships with OHSU's employee resources groups
- Act as a liaison between Local 328 and the various Oregon AFSCME caucuses
- Notify ICC chair of events and activities for advertisement to the membership
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Coordinate with the ICC to publicize important months and holidays
- Coordinate with the education and training chair to offer DEI education to members
- Coordinate with the community liaison on related events (e.g., Good in the Hood festival, Pride parade)
- Track incidents of harassment and discrimination of our bargaining-unit members at OHSU
- Build partnerships with equity organizations in the community (e.g., CAUSA, NAYA, Q Center)
- Organize educational movie nights and book clubs
- Invite social-justice leaders to speak at union events
- Organize affinity spaces for members

Budget Considerations:

- Flyers
- Release time
- Contributions (e.g. OHSU ERG partnerships, equity organizations in the community)
- Trainer/facilitator fees
- Translation costs
- Mileage

Support: The Local 328 diversity, equity & inclusion chair will receive a monthly incentive payment per the Executive Board Incentives policy.

POSITION DESCRIPTION: AT-LARGE

Definition: The at-large positions on the AFSCME Local 328 executive board serve as links between the membership and the union leadership.

Required Duties:

- Attend monthly executive-board meetings
- Serve on one committee or hold one other union position (e.g., EBC, PAC, ICC, steward)
- Volunteer for rallies, pickets and other union-sponsored events whenever possible
- Check union email at least twice a week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Speak at NEO
- Submit project charters for membership activities
- Write a blog post
- Assist with town halls and membership meetings

Support: Local 328 at-large positions will receive a monthly incentive payment per the Executive Board Incentives policy.



POSITION DESCRIPTION: TRUSTEE

Definition: The trustee positions on the AFSCME Local 328 executive board serve as links between the membership and the financial responsibility of the union leadership.

Required Duties:

- Attend monthly executive-board meetings
- Conduct or oversee an annual audit in conjunction with local treasurer and bookkeeper
- Attend Council 75 annual financial-standards training
- Perform vote counts at executive-board meetings when results are not unanimous
- Check union email at least twice a week and respond to messages in a timely manner
- Read and review content of all email votes

Suggested Activities:

- Serve on a committee
- Volunteer for rallies, pickets and other union-sponsored events

Support: Local 328 trustees will receive a monthly incentive payment per the Executive Board Incentives policy.