



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.