



# ANNOUNCEMENT OF EXECUTIVE BOARD VACANCY

## *Interim Chief Elected Officer*

**Abbreviated Duties of SEIU Local 521 Chief Elected Officer (CEO) (SEIU Local 521 Bylaws Article IX, Section 3 for full description):** The CEO works full time for the Local and acts as the Union's chief administrative officer, subject to the authority of the Executive Board (EBd) without a vote on the EBd. The CEO represents the Union before all boards, committees, departments and such official bodies as may be designated by the EBd, including, but not limited to, serving as a delegate to all committees, boards, divisions, conventions and conferences of the SEIU and its affiliated bodies. CEO receives all complaints and grievances and delegates authority to seek solutions. CEO reports activities to EBd, leadership meetings, membership meetings and other special meetings. With staff, CEO maintains an accurate record of all categories of "members" of the Union and receives all dues or other monies due to the Union and give receipts and deposit under the direction of the Treasurer, and maintain records of receipts and disbursements pertaining to each fund of the Union. CEO sends all annual financial reports and LM-2 reports and identification and information of all "members" as pertains to the Union including all newly elected officers to the International. EBd sets CEO salaries and expense allowances. While operating within an EBd approved budget & program, the CEO has sole authority to arrange staff and employ legal counsel, accountants, etc. Other staffing items subject to appropriate contracts.

**TERM OF OFFICE:** Unknown at this time. Depends on: 1) if the EBd confirms the need for an Interim CEO on June 25, 2016, 2) when Luisa Blue, current CEO, resigns; and 3) when the Special Election for replacement CEO is scheduled.

**REQUIREMENTS to be considered for Appointment to the POSSIBLE Interim CEO position:**

- ◆ Must be a member of SEIU Local 521 in good standing for at least two continuous years immediately prior to nomination for appointment, paying full membership dues, with no felony conviction.
- ◆ Must be employed by a Local 521 represented Chapter, be employed by SEIU Local 521 fulfilling the requirements above, or be an SEIU 521 Retiree paying minimum full dues of an active regular member.

**TO APPLY:**

- ◆ Submit your request for consideration for appointment as the Local Interim CEO to the SEIU Local 521 Executive Board no later than **3:00 PM on Monday, June 6, 2016.**
- ◆ Include in your request your full name (printed), your chapter and your contact information (address, phone number, e-mail).
- ◆ Optional Inclusion: a 75-word (maximum) statement of your qualifications for the Office.

**TO SUBMIT:**

Forward your request for consideration and optional statement of qualifications to Karen Summers, Admin to the Executive Board.

- ◆ E-mail: [karen.summers@seiu521.org](mailto:karen.summers@seiu521.org)
- ◆ Mail: SEIU Local 521, 2302 Zanker Rd, San Jose, CA 95131
- ◆ Fax: (408) 954-1538
- ◆ Drop off: at any SEIU Local 521 office during business hours.

**APPOINTMENT PROCESS:**

At the June 25, 2016 Executive Board meeting in Fresno, should the EBd so confirm, the Board will nominate, second, and vote on which qualified candidate they feel best represents our Local as the Local Interim Chief Elected Officer. All qualified applicants will be reviewed by the EBd prior to the June 25th meeting.

**Call Karen Summers at (408) 678-3300 with any further questions.**