

# Kern County Chapter Officers

## List of Responsibilities

### **ARTICLE 7 – OFFICERS**

The Officers of this Chapter shall be a President, a Vice President, Secretary-Treasurer, COPE representative, one (1) representative from each Bargaining Unit, and five (5) District Representatives.

#### **Section 1 - Duties of the President**

The President shall be the presiding officer of the Chapter and shall preside over all General Membership and special meetings; shall have general supervision of the work of the Chapter, in accordance with the Bylaws, and in coordination with Local Union staff; shall have authority to act in all matters not otherwise delegated. The President shall give a full report of her/his activities at each General Membership meeting.

#### **Section 2 - Duties of the Vice President**

The Vice President shall perform the duties of the President in his/her absence and shall assist the President in the operation of all the affairs of the Chapter; shall succeed the President if the President is unable to complete the term. The Vice President shall monitor and attempt to insure attendance by the general membership.

#### **Section 3 - Duties of the Secretary/Treasurer**

The Secretary/Treasurer shall, in coordination with Local Union staff, keep a correct and accurate record of proceedings of all regular and special General Membership meetings for the Chapter, and shall keep records of the Chapter's savings account. Records shall include an accurate account of all receipts and disbursements of the monies in the account. Funds may be drawn only when an expenditure is authorized by the Chapter with approval of the Local 521, in accordance with Local 521 policies and procedures.

#### **Section 4 – Duties of the COPE Representative**

To inform Chapter Board membership of the activities of the Chapter, Local, State and National COPE. Shall work with staff and leaders to increase COPE donations and activities. Shall chair endorsement interviews.

#### **Section 5 – Duties of District and Bargaining Unit Representatives**

The District and Bargaining Unit Representatives shall be equal in voting rights. In order to maintain contact with the membership each District and Bargaining Unit Representative will participate in at least one of the standing committees (see Article 15) and monthly shop steward meetings. Each bargaining unit shall have representatives in accordance with the contract. No more than two representatives shall be from the same department.

Section 5a - District Representatives shall hold a quarterly meeting within their Districts to ensure regional issues are addressed.

Section 5b - Bargaining Unit Representatives shall hold quarterly meeting within individual bargaining units to ensure occupational issues are addressed

**Terms of office:** Two to three years; see bylaws for additional information.

