



ANNOUNCEMENT OF EXECUTIVE BOARD VACANCY

Local Wide Secretary

Duties of SEIU Local 521 Secretary (SEIU Local 521 Bylaws Article IX Section 7):

The Secretary shall keep a correct and accurate record of attendance and proceedings (minutes) of all regular and special Executive Board, Officer meetings, and the Convention of the Local Union, in coordination with the local union staff. S/he shall make sure that minutes and documents of these meetings are posted on the Local Union website for member access. The Secretary shall furnish the chairperson of each committee a copy of such resolutions as may be adopted by the Local Union, applicable to its respective duties. The Secretary may sign checks in the absence of two (2) signers from among the President, 1st Vice President or Treasurer. S/he is a voting member of the Executive Board.

TERM OF OFFICE: Expires February 28, 2019. The position requires attending monthly meetings.

REQUIREMENTS to be considered for the Appointment to the Position of Local Wide Secretary:

- ♦ 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 Chapter represented by SEIU Local 521.

TO APPLY:

- ♦ Submit your request for consideration for appointment as the Local Wide Secretary 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
- ♦ 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, the Board will nominate, second, and vote on which qualified candidate they feel best represents our Local as the Local Wide Secretary. All qualified applicants will be reviewed by the Board prior to the June 25th meeting, and must travel to Fresno and be present at the meeting to be considered for the position.

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