

EXECUTIVE BOARD MEMBER

- I. POSITION: Executive Board Member
- II. REPORTS TO: Local Officers
- III. DEFINITION: An Executive Board member elected by the members of a specific bargaining unit
- IV. FUNCTION: The responsibilities of an Executive Board Member are as follows:
 - (1) Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the agreement of their respective bargaining unit(s).
 - (2) Carries out all decisions rendered by the Executive Board.
 - (3) Perform duties assigned by the President, Executive Board, and membership.
 - (4) Ensures fair representation of all members by their Chief Stewards and Stewards.
 - (5) Determines the adequate number of Chief Stewards and Stewards, in accordance with the agreement of their respective bargaining units, to properly represent the bargaining unit members.
 - (6) Appoint or Elect Chief Stewards. The choice of appointment or election for new Chief Stewards will be determined by the Executive Board one (1) month prior to the date nominations begin for Local elections and will remain consistent for the three (3) year term.
 - (7) Assist Chief Stewards in the appointment or election of Stewards.
 - (8) Train and educate Chief Stewards and Stewards on a regular basis.
 - (9) Chair regularly scheduled Steward meetings.
 - (10) Conduct orientation meetings for new hires where appropriate.
 - (11) Operates as a member of a team.
 - (12) Attend Executive Board meetings.
 - (13) Make decisions that support the International Union and Local.
 - (14) Participate in committees required by the Bylaws on an equal basis with members of the Executive Board.
 - (15) Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers' Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
 - (16) Assist all Executive Board Members with ensuring that contractual committees are functioning.
 - (17) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (18) Support and promote social and economic issues that are in the best interest of the membership.
 - (19) Participate in related Union activities as deemed necessary by the Executive Board.
 - (20) In a bargaining unit where there is more than one Executive Board Member, all work shall be shared equally.
 - (21) Actively participate in their respective grievance procedure and be responsible for the following:
 - (a) Knowledge of their contract;
 - (b) Knowledge of precedent setting grievances;
 - (c) Maintain and familiarize themselves with current grievances;
 - (d) Update Local Officers about current grievances;
 - (e) Assist Chief Stewards and Stewards in preparing grievances;
 - (f) File grievances;
 - (g) Prepare grievances for arbitration as needed;
 - (h) Refer problematic and precedent setting grievances to the Grievance Committee.
 - (22) Coordinate and participate with Executive Board in planning bargaining unit and general membership meetings.
 - (23) Establish and maintain office records that are accessible to all members of the Executive Board.
 - (24) Make worksite visits.
 - (25) Shall be a member of their respective bargaining committee.
 - (26) Educate and train replacement when the position is vacated.

V. QUALIFICATIONS:

- (1) Member in good standing.
- (2) Member of bargaining unit for which they are seeking office.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give one's time and energy.
- (5) Ability to commit to long hours including evenings and weekends.
- (6) Attendance at meetings.
- (7) Expectation to participate in PAF.