

## EXECUTIVE VICE PRESIDENT

- I. POSITION: Executive Vice President
- II. REPORTS TO: President
- III. POSITION DEFINITION: An Officer elected by all members of the Local
- IV. FUNCTION: The responsibilities of the Local Executive Vice President are as follows:
  - (1) Assume all duties of the President should they become temporarily unable to serve.
  - (2) Shall assume the office of President should the office be vacated prior to the election.
  - (3) Performs all duties as required by the CWA Constitution and the Local Bylaws.
  - (4) Operates as a member of a team.
  - (5) Work under the direction of and provide support for the President.
  - (6) Responsible to orient and train new Executive Board Members.
  - (7) Coordinate and teach, as necessary, at Steward training classes.
  - (8) Plan and preside at bargaining unit meetings as deemed necessary by the Executive Board.
  - (9) Coordinate the activities and business of the Local with Executive Board Members.
  - (10) Supervise and participate in the bargaining of Local contracts under their assignment or appoint the appropriate designee.
  - (11) Has a working knowledge of individual bargaining unit contracts.
  - (12) 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.
  - (13) Assist Executive Board Members, as needed, in grievance preparation and resolution.
  - (14) Consult with Executive Board Members about problematic and precedent setting grievances.
  - (15) Assist Executive Board Members, as necessary, in the orientation and training of Chief Stewards and Stewards.
  - (16) Communicate all decisions and actions to the Executive Board.
  - (17) Assist the President with the preparation of the Locals membership meeting.
  - (18) Perform duties assigned by the President, Executive Vice President Executive Board, and the membership.
  - (19) Be involved in Local decision making.
  - (20) Attend Executive Board meetings.
  - (21) Participate in committees required by the Bylaws on an equal basis with the other members of the Executive Board.
  - (22) Assist Executive Board Members with ensuring that contractual committees are functioning.
  - (23) 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.
  - (24) Support and promote social and economic issues that are in the best interest of the membership.
  - (25) Participate in related Union activities as deemed necessary by the Executive Board.
  - (26) Establish and maintain office records that are accessible to all members of the Executive Board.
  - (27) Ensure fair representation of all members.
  - (28) Make worksite visits.
  - (29) Delegate to the CWA Convention.
  - (30) Educate and train replacement when the office is vacated.
  - (31) Be bonded, as any person handles Local funds or other property in accordance with the Union Constitution or any other State or Federal Law.
- V. QUALIFICATIONS:
  - (1) Member in good standing.
  - (2) Member of the Union.
  - (3) Belief in the principle of Unionism.

- (4) Willingness to give of 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.