

PRESIDENT

- I. POSITION: President
- II. REPORTS TO: The Executive Board and Membership
- III. POSITION DEFINITION: An Officer elected by all members of the Local.
- IV. FUNCTION: The responsibilities of the Local President shall be as follows:
 - (1) Perform all duties as required by the CWA Constitution and Local Bylaws and enforce the bargaining agreements of the Local.
 - (2) Lead the Local.
 - (3) Set specific goals for the year with input from other Officers and Executive Board.
 - (4) Approve a budget in consultation with the Executive Board, which supports and reflects specific goals for the year.
 - (5) Carries out all decisions rendered by the Executive Board.
 - (6) Has a working knowledge of the contracts.
 - (7) Communicate decisions and actions of the International Union to the Executive Board and membership.
 - (8) Plan and preside at the Local's membership meetings:
 - (a) Chair meetings.
 - (b) Coordinate reports of committee chairpersons.
 - (c) Provide an open forum for membership discussion.
 - (9) Supervise and participate as chair or co-chair in the bargaining of Local contracts or appoint appropriate designee.
 - (10) Promote and develop new leadership within the Local.
 - (11) Coordinate and maintain the Locals good relationship with other labor/community organizations, including attending or appointing designee to attend:
 - (a) AFL-CIO
 - (b) CWA WNY Council
 - (c) CWA Locals
 - (d) Community organizations as they relate to the Local
 - (e) Other Labor Unions
 - (12) Coordinate and chair Executive Board meetings, encouraging Executive Board Members to be active in Local decision making.
 - (13) Represent the membership to labor and community leaders, political representatives, and the media.
 - (14) 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.
 - (15) Coordinate the annual Local budget and approve expenditures.
 - (16) Operate as a member of a team as well as lead the team.
 - (17) Supervise the work of all Executive Board Members and Committees.
 - (18) Make decisions that support the International Union and Local.
 - (19) Get members to work at Local tasks.
 - (20) 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.
 - (21) Support and promote social and economic issues that are in the best interest of the membership.
 - (22) Participate in related Union activities as deemed necessary by the Executive Board.
 - (23) Supervise the education and training of Executive Board Members.

- (24) Assist Executive Board Members with ensuring that contractual committees are functioning.
- (25) Establish and maintain office records that are accessible to all members of the Executive Board.
- (26) Ensure fair representation of all members.
- (27) Make work site visits.
- (28) Delegate to the CWA Convention.
- (29) Attend Presidents Meeting or assign designee.
- (30) Educate and train replacement when office is vacated.
- (31) Be bonded, as must any person, who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
- (32) Negotiate Collective Bargaining Agreement with Union for Administrative Assistant(s) or designate alternate.

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.