



President/Business Agent Job Description

The President/Business Agent is the CEO of the local union, accountable to the membership for overseeing all its activities and reporting the same to them. The President/Business Agent is the business or office manager, responsible for the day-to-day management of the union—communications with members, International, other locals, federations, etc., planning, legal research and advice on grievances, handling advanced and class-action grievances, researching and writing contract proposals, writing and revising Bylaws, appointing committees, training and oversight of other officers and stewards, and chairing the Executive Board, Negotiations and Audit Committees and all meetings. The President/Business Agent is responsible for ensuring the ATU Constitution and Bylaws and applicable laws are complied with by the local, and that the Authority is in compliance with the CBA, as well as laws and policies affecting members.

The President is the top fiduciary of the union, bound by law and the ethics of good governance practices to act solely in the interests of the union. (The union is the members.) Fiduciary duties are the duties of care, loyalty, good faith, confidentiality, prudence, and disclosure.

The President/Business Agent is responsible for oversight of everything all officers and stewards are doing, and either doing or delegating everything not otherwise assigned:

Arbitration

Obtains legal opinion on the merits of grievance, arranges votes, presents all case materials and legal recommendation to the membership, supervises vote count and announces vote results. Obtains attorney opinion on arbitrator selection and selects arbitrator in conjunction with the Authority. Attends arbitration hearings, arranges attendance for any witnesses, and reports results to Executive Board and membership. Ensures terms of successful awards are upheld by the Authority and corresponding assessments are collected after receipt of all bills.

Committees

Appoints members to union Audit Committee, Lextran Accident Review Committee, Lextran Health and Safety Committee, Lextran Pension Committee, and any other committees desired and approved by the membership.

Chairs Negotiations Committee and Audit Committee.

Ensures members attend and participate in committee meetings and forward minutes for union records. Works with members on motions or other actions in their respective committees as needed.



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Communications

Handles mass communications with members via flyers, memos, Tatango, Mailchimp, and website, as well as any union social media channels.

Promptly responds to and acts on International communications and reports same to Executive Board, stewards, and members as needed.

Promptly returns and acts on all member and officer/steward calls, texts and emails. Must be available by phone to other officers while on vacation.

Reports all agreements made with management to Executive Board, stewards, and LU.

Reports all activities from the prior month to the LU at each member meeting and ensures all officers do the same, as required by the Constitution and Bylaws.

Addresses Lextran Board of Directors, media, other unions and labor federations, mayor, LFUCG Council and state legislators via correspondence and public speaking.

Contract and Legal Enforcement

Ensures approval of the LU for MOUs or any exceptions to the contract, which must be in writing signed by both sides.

Ensures all stewards and officers are correctly trained in grievance investigation, Weingarten representation, just cause, duty of fair representation, Loudermill and other contractual and legal rights.

Researches contract language and legal issues, obtains legal advice as needed.

Advises Vice President and Stewards on grievance merits and best arguments. Obtains ATU IVP and/or attorney advice as needed. Handles second and third step individual grievances as needed depending on seriousness and level of experience of Vice President or steward. Handles class-action grievances as agreed by Executive Board. Ensures timely filing of grievances, records outcomes and tracks in MUMS database. Tracks unusual disciplinary actions to ensure just cause.

Monitors RFPs for potential issues of concern (e.g., new technology). Monitors Lextran compliance with Section 13(c)/5333(b), IIJA, DOT, FTA grants, FLSA, etc. Monitors Lextran policy changes for contractual and legal compliance, union consultation, and proper notice. Submits open records requests as needed to ensure compliance.



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Education

Creates member educational materials on union structure and function, grievance process, rights as unionized workers and as union members.

Governance

For 2025, conducts top priority overhaul of Bylaws, working with ATU legal department to bring them into compliance with the ATU Constitution, eliminating contradictions and outdated language. (Officers long ago left no original file, so much has to be retyped.)

Enforces ATU Constitution and General Laws, ATU Local 639 Bylaws and Membership Obligation. Ensures compliance with federal and state laws and the norms of non-profit governance.

Chairs all meetings in accordance with Constitution and Bylaws, and Robert's Rules of Order for situations not covered therein. Ensures tax-exempt purpose of ATU Local 639 is being effectively carried out.

Ensures recusal in the event of any conflicts or dualities of interest by officers or stewards. Ensures the fiduciary duties of care, loyalty, good faith, confidentiality, prudence, and disclosure are being upheld by all officers and stewards in accordance with the tax-exempt purpose of the union.

Ensures members are satisfied with the performance of all officers and stewards. Brings charges where appropriate for malfeasance or non-feasance in office.

Financial

Oversees financial and membership record-keeping by Financial/Recording Secretary, signs all checks, ensures all bills are paid on time, ensures internal controls, and that non-routine expenses are approved by the LU in accordance with the Constitution. Ensures adherence to a balanced budget approved by the members. Ensures all tax liabilities are paid and returns filed by deadlines.

Approves lost time for work performed for the union in accordance with budget. Assures lost time is paid only for time actually lost doing documented specific work, not for personal business or days off at the expense of the union. Assures transparency of financials in accordance with the ATU Constitution. Appoints and Chairs volunteer Audit Committee and conducts biannual audits by deadlines (done on Sundays when most volunteers are available). Conducts pension research and obtains legal or actuarial advice as needed.



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Housekeeping

Ensures all officers contribute to maintenance of union office—dusting, vacuuming, cleaning blinds, etc. (The union does not have a maid.) Ensures clean-up if food is served in meeting hall.

Legislative

Monitors legislation in Frankfort, serves as delegate to Kentucky Legislative Board (once finalized) or appoints a designee, works with other Kentucky locals, International and AFL-CIO on political action. Speaks to urban county council members and state legislators. Communicates political developments to members and encourages action.

Meetings

Chairs all meetings and maintains order in accordance with the Constitution and Bylaws, and Robert's Rules of Order when not covered therein. Ensures only members are in attendance. Conducts member votes on all actions and proposals of the Executive Board and motions by members. Announces the results of all votes and breaks ties in hand votes. Follows up on action items from meetings and decisions of the LU.

Negotiations

Chairs Negotiations Committee, ensures adequate training, coordinates preparation sessions, delegates work amongst members so all share in collective responsibilities.

Surveys members, conducts research via ATU research portal, settlement reports, APTA data, and news media. Writes contract proposals, conducts costing of financial proposals, submits open records requests related to bargaining. Makes proposals available to members in advance of bargaining. All non-financial proposals need to be completed in late fall so that the Union is ready for bargaining non-financials in January.

Ensures timely contract extensions and member approval for fact-finding if necessary.

Proofs all proposals, counters, and tentative agreements against bargaining notes and current contract. Ensures all tentative agreements are 100% accurate prior to signing.

Ensures complete record of bargaining is kept, and all notes, proposals, counters, and TAs bound and filed in office.



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Coordinates campaigns, facilitates rank-and-file observation or open bargaining as recommended by International, and ensures ongoing communications on each day's bargaining.

New Hire Orientations

Schedules trainee orientations around work shift and coordinates participation of one or more other officers as available. Prepares orientation presentations on history of ATU and Local 639, labor history, key aspects of CBA and Lextran policy, benefits of collective bargaining, member obligation, and opportunities for involvement in our union. Prepares information packets for operator and maintenance trainees. Ensures established union rights are not infringed upon (no management presence in orientations). Does not disparage Lextran in orientations as per contract.

Organizing

Signs up new members in conjunction with other officers and stewards, coordinates efforts of all personnel and rank-and-file in ensuring maximum enrollment. Monitors member numbers and rate of membership to drive improvement. Addresses causes of non-membership.

Cooperates with ATU Organizing Department and member volunteers on campaigns and new organizing. Coordinates one-on-one outreach to potential organizing targets (e.g. Wheels, FTSB, etc.). Trains officers, stewards, and rank-and-file members in organizing techniques and ensures confidentiality of all organizing efforts.

Encourages volunteerism and action amongst the membership to work together to do the work of the union and to effectively improve their working conditions.

Planning

Maintains long-term union calendar to ensure all tasks are completed on time and adherence to goals and any benchmarks agreed upon by membership. Appoints strategic planning committee if desired by membership. Obtains assistance from International with strategic planning as needed.

Solidarity

Encourages adherence to ATU Constitution, local Bylaws, membership obligation, contract and policy. Encourages strong collective performance and action to enhance solidarity and bargaining power. Privately counsels members negatively impacting other members. Brings charges as appropriate for intentional harm to union.



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Training

Arranges training for officers and stewards from ATU International as needed, and provides interim training for new officers and stewards in accordance with ATU standards for stewarding, Executive Board, Financial Secretary, Recording Secretary, organizing and collective bargaining. Provides materials from other sources when needed (e.g. Labor Notes, other unions, AFL-CIO, FMCS). Ensures bound training materials received by all officers and stewards are retained in union office at the end of their terms, and officer training of their successors.

Workforce Development

Works with ATU Workforce Development Department, Lextran, and volunteer members to develop driver mentorship program and mechanic apprenticeship if implemented.

Compiled from ATU President/Business Agent training manuals and Local 639 records.