



Vice President Job Description

The Vice President is a 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.)

The fiduciary duties include: duties of care, loyalty, good faith, confidentiality, prudence, and disclosure.

All officers are sworn to carry out the tax-exempt purpose of the Union, which is to negotiate and enforce the Collective Bargaining Agreement, defend workers' rights, improve their conditions, and promote their general welfare.

Assists the President/Business Agent

The Vice President assists the President/Business Agent as delegated by the President/Business Agent. Primarily this is by handling most Operator discipline, individual grievances, and complaints, assisted by other stewards as needed.

Communications

Continually actively communicates between members, officers and stewards on issues and grievances, new member sign-ups, etc.

Discipline

Provides Weingarten representation in disciplinary investigations (assisted by other stewards as needed) to ensure fairness of investigation, counsels workers as needed to ensure best outcome and to encourage future good performance.

Reviews disciplinary notices each workday, evaluates for compliance with CBA including just cause, contacts workers as needed to advise (e.g. a probationary worker with three miss-outs, major incidents, obvious contractual issues). Keeps notices in secure location for confidentiality until later filing at union office.

Ensures workers know their rights (e.g. accident review, just cause, grievance deadlines).



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Complaints and Concerns

Assists with filing and resolving complaints for Operators, assisted by additional stewards as needed. Encourages workers to document all incidents and issues.

Encourages worker documentation and submission of safety concerns or submits in lieu of worker.

Documentation

Documents all grievance and complaint outcomes and retains all documents in secure location for confidentiality. Files disciplinary notices, grievances, complaints, responses and any related documents in Union office (normally done in between meetings).

Logs grievances, complaints and discipline.

Documents specific Union duties performed during all lost time paid and turns in completed timesheets to Financial/Recording Secretary by the Friday before the expected payroll.

Turns in all bargaining notes for permanent filing in Union office; takes official notes in absence of Financial/Recording Secretary.

Grievances

Investigates, submits and argues first-step grievances for Operators, to ensure best possible outcome for workers, advised by the President/Business Agent as needed. Handles further grievance steps as delegated by the President/Business Agent. Always advocates for the worker in management presence. (Prior to a case going to arbitration, you are their lawyer; you can never take the company's side.) *Privately* counsels workers if needed to improve performance, enhance bargaining power and maintain Union solidarity.

Housekeeping

Together with other officers, maintains Union office (dusting, vacuuming, cleaning blinds, emptying trash, etc.) The Union does not have a maid. Helps clean up if food is served in meeting hall.



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Meetings

Attends management meetings as needed.

Attends all Executive Board and member meetings and participates in decision making.

Reports all activities of the previous month at regular Executive Board meetings.

Reports all activities of the previous month to members at each Union meeting, in accordance with Constitution and Bylaws.

Negotiations

Serves as a member of the Negotiations Committee (surveying, researching and developing proposals and responses to company, recruiting volunteers for communications, surveying, and campaign actions, participating in negotiation sessions, taking notes, proofing company proposals, responses and agreements against contract and bargaining notes in conjunction with other officers, ongoing communication with members during bargaining).

Organizing

Introduces self to all new members of the collective bargaining unit, continually informs and educates about the Union, the contract and their rights, helps get them signed up to the Union in conjunction with other officers and stewards. (This is done during break times and before/after shifts. No one gets paid by the Union to do this so all officers and stewards have to actively contribute.)

May participate in Union orientations for trainees depending on scheduling.

Participates in organizing campaigns and organizing new workers into our union, in cooperation with other officers, International staff, stewards, and volunteers.

Solidarity

Sets a good example and encourages good collective performance in accordance with contract and ATU principles. Privately counsels members if harming other workers, bargaining power, and solidarity as needed.



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Succession

Orients/trains replacing officer after election. Returns all documents and bound training materials and any other Union property to the Union office prior to end of term.

Training

Reads and learns training materials on just cause, investigation and presentation of grievances, duty of fair representation, and the legal rights of unionized workers and union representatives.

Attends ATU Stewards and Executive Board training when offered.

Continually develops working knowledge of CBA, Codes of Conduct, other policies, ATU Constitution and General Laws, Local 639 Bylaws, labor law and labor relations practices.

Vacancies

Serves as acting President/Business Agent in absence of the President/Business Agent.

Fills vacancy if another officer position becomes vacant.