

Job Description

President of the Teaching Assistants Union (TAU)

The West Michigan Federation of College Educators (WMFCE) lists the following duties for this officer as: be the presiding officer at all meetings of the unit Leadership Council and the primary unit representative on the Executive Board; be an ex-officio member of the Executive Board and all standing committees except the Elections Committee; appoint, with the approval of the Leadership Council, the chairs of all unit committees; be the principal executive officer of the unit; receive, report, and respond to correspondence of the Federation; supervise all employees of the Federation; be one of the responsible financial officers of the Federation and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds; represent the unit and Federation before the public, community organizations, and the news media; be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body; be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies; make an annual report to the unit's membership; and be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Additionally, the President is responsible for the following:

- Meet with current and potential TAU Department Representatives to encourage member participation.
- Work with staff members and sometimes other officers to draft official communications with Western Michigan University (WMU).
- Schedule all meetings, and create agendas for those meetings with input from staff members and other officers.
- Book rooms for all TAU events.

As a member of the Executive Board, additional duties may include:

- Representing the TAU on various committees within WMU.
- Being point person on specific union business.
- Serving or leading various committees within WMFCE.
- Participating in organizing new members, new stewards, and current members.

As a member of the Executive Board, you are expected to:

- Attend all Executive Board meetings.
- Attend all WMFCE meetings.
- Attend all membership meetings.
- Fulfill your duties as listed above.
- Maintain a professional attitude when dealing with others as a TAU representative.
- Execute the directives of the Organizing Committee.
- Spend at least two hours per week organizing members and/or doing staff work.

- Execute any other duties as may seem appropriate.

Please note that the above are the minimum duties required of the President. At the direction of the Executive Board or Organizing Committee, these duties may be altered, changed, revised, or added to, based on the needs of the Executive Board during any given year.

The tentative stipend for officers is \$1000 for the academic year.

Job Description

Vice President of the Teaching Assistants Union (TAU)

The West Michigan Federation of College Educators (WMFCE) lists the following duties for this officer as: work with member representatives in the resolution of contractual and non-contractual disputes in the workplace; maintain records of grievances and their disposition; be responsible for responding to and resolving grievances and disputes beyond the immediate work location; and make recommendations to the Executive Board regarding disputes to be taken to arbitration or civil remedy.

Additionally, the Vice President is responsible for the following:

- Reviewing contract language and grievance language.
- Meet with members who suspect their rights as an employee under the TAU's contract have been violated.
- Research precedents and consult with other members of the Grievance Committee when necessary and appropriate to find a path to acceptable resolutions to complaints.
- Appear at dispute resolution hearings on behalf of the TAU to advocate for those we represent.
- Act as the main liaison between the TAU and the University's Office of Academic Collective Bargaining.

As a member of the Executive Board, additional duties may include:

- Representing the TAU on various committees within WMU.
- Being point person on specific union business.
- Serving or leading various committees within WMFCE.
- Participate in organizing new members, stewards, and current members.

As a member of the Executive Board, you are expected to:

- Attend all Executive Board meetings.
- Attend all WMFCE meetings.
- Attend all membership meetings.
- Fulfill your duties as listed above.
- Maintain a professional attitude when dealing with others as a TAU representative.
- Execute the directives of the Organizing Committee.
- Spend at least two hours per week organizing members and/or doing staff work.
- Execute any other duties as may seem appropriate.

Please note that the above are the minimum duties required of the Vice President. At the direction of the Executive Board or Organizing Committee, these duties may be altered, changed, revised, or added to, based on the needs of the Executive Board during any given year.

The tentative stipend for officers is \$1000 for the academic year.

Job Description

Communications Officer of the Teaching Assistants Union (TAU)

The West Michigan Federation of College Educators (WMFCE) lists the following duties for this officer as: maintain the non-financial files and records of the unit; be the custodian of the seal and charter of the Federation; record and keep accurate minutes of meetings of membership, the leadership council, and the Executive Board; assist the President in handling the correspondence of the union; oversee the work of, and receive and certify the reports of, the Elections Committee; co-chair WMFCE Communications Committee; perform other duties as delegated by the President, assigned by the unit leadership council or assigned by the Executive Board; and perform duties of the office as required by the Labor Management Reporting and Disclosure Act.

Additionally, the Communications Officer is responsible for the following:

- Maintenance and frequent updates of all communication platforms for the TAU, including the Wordpress blog, Facebook, Twitter, and any other communication tools.
- Writing e-mails to members. E-mails will not exceed more than four per month, excluding any calls-to-action or emergency communications.
- The planning, creation, and execution of frequent newsletters and communications, both in print and via our e-mail newsletter.
- The planning, creation, and execution of any press releases related to union business.
- Be the main liaison between the TAU and the media.

As a member of the Executive Board, additional duties may include:

- Representing the TAU on various committees within WMU.
- Being point person on specific union business.
- Serving or leading various committees within WMFCE.
- Participating in organizing new members, stewards, and current members.

As a member of the Executive Board, you are expected to:

- Attend all Executive Board meetings.
- Attend all WMFCE meetings.
- Attend all membership meetings.
- Fulfill your duties as listed above.
- Maintain a professional attitude when dealing with others as a TAU representative.
- Execute the directives of the Organizing Committee.
- Spend at least two hours per week organizing members and/or doing staff work.
- Execute any other duties as may seem appropriate.

Please note that the above are the minimum duties required of the Communications Officer. At the direction of the Executive Board or Organizing Committee, these duties may be altered, changed, revised, or added to, based on the needs of the Executive Board during any given year.

The tentative stipend for officers is \$1000 for the academic year.

Job Description

Treasurer of the Teaching Assistants Union (TAU)

The West Michigan Federation of College Educators (WMFCE) lists the following duties for this officer as: receive, record, and deposit all dues monies and other income in the name of the union; maintain accurate membership records; issue membership cards and notices of delinquency; be one of the responsible financial officers of the TAU and be authorized to co-sign financial instruments and make regular and usual disbursement of funds; maintain all financial records of the union; arrange for an independent audit of the finances of the union annually and make the same available to the Executive Board and membership; transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the union is affiliated; oversee the work and receive reports of the Finance Committee; perform other duties as delegated by the President, assigned by the unit leadership council or assigned by the Executive Board; serve as co-chair of the Finance Committee; prepare bargaining unit budgeting requests; and perform duties of the office as required by the Labor Management Reporting and Disclosure Act, and the guidelines developed by the AFT.

As a member of the Executive Board, additional duties may include:

- Representing the TAU on various committees within WMU.
- Being point person on specific union business.
- Serving or leading various committees within WMFCE.

As a member of the Executive Board, you are expected to:

- Attend all Executive Board meetings.
- Attend all WMFCE meetings.
- Attend all membership meetings.
- Fulfill your duties as listed above.
- Maintain a professional attitude when dealing with others as a TAU representative.
- Execute the directives of the Organizing Committee.
- Spend at least two hours per week organizing members and/or doing staff work.
- Execute any other duties as may seem appropriate.

Please note that the above are the minimum duties required of the Treasurer. At the direction of the Executive Board, these duties may be altered, changed, revised, or added to, based on the needs of the Executive Board during any given year.

The tentative stipend for officers is \$1000 for the academic year.