

2010 AFT LOCAL 212 EXECUTIVE BOARD AND COMMITTEE POSITIONS OPEN FOR NOMINATION

POSITION (ONE POSITION OPEN FOR ELECTION UNLESS OTHERWISE SPECIFIED.)	POSITION OVERVIEW AND LENGTH OF TERM NOTE: THE FOLLOWING ARE SUMMARIES ONLY. PLEASE SEE LOCAL 212 PROCEDURES MANUAL AND BYLAWS FOR MORE COMPLETE JOB DESCRIPTIONS.	APPROX. HOURS PER WEEK	RELEASE TIME	ANNUAL STIPEND
PRESIDENT (Note: The Nominees for President and Executive Vice-President appear on the ballot as a team, and the two will be elected together for the term of two years.)	Performs customary duties; serves as ex-officio member of all committees except Nominating Committee; ensures Union representation at MATC Board meetings; is the ranking delegate at affiliate conventions; submits a written report to the membership summarizing the work of the Union at the conclusion of the term; appoints a parliamentarian; signs checks against bank account in absence of Second Vice-President or Treasurer; acts as chairperson of the conflict resolution committee; supervises all employees; manages office. Length of term: Two years.	32	60%	\$6,120
EXECUTIVE VICE-PRESIDENT (Note: The Nominees for President and Executive Vice-President appear on the ballot as a team, and the two will be elected together for the term of two years.)	Assists the President in performing the President's job responsibilities; replaces the President if he/she becomes incapacitated or unavailable to perform the duties of office. Length of term: Two years.	20-24	30%	\$3,110
FIRST VICE-PRESIDENT - COMMITTEES	Assumes duties of president in his/her and Executive Vice-President's absence; monitors committee activities of the Union; collects committee reports; monitors all joint school committees and reports their activities to the union. Length of term: Two years.	12-15	20%	\$2,040
FOURTH VICE-PRESIDENT - NEGOTIATIONS	Chairs the Full-Time Faculty Bargaining Committee; appoints a recording secretary from within the committee; and serves ex-officio on the Grievance Committee. Length of term: Two years.	20	20%	\$2,040
FIFTH VICE-PRESIDENT - PROFESSIONAL STAFF	Chairs all Professional Staff meetings and Bargaining Committee for Professional Staff; serves ex-officio on all Professional Staff committees except the Nominating Committee. Length of term: Two years.	25-30	40%	\$2,040
SIXTH VICE-PRESIDENT - PART-TIME FACULTY	Chairs all part-time faculty meetings and the Bargaining Committee for part-time faculty; serves as ex-officio member of the Grievance Committee and all part-time faculty committees, except the Nominating Committee. Length of term: Two years.	10	None	\$2,040
SEVENTH VICE-PRESIDENT - PART-TIME PROFESSIONAL STAFF	Chairs all part-time professional staff meetings; serves as ex-officio member of the Grievance Committee and all part-time professional staff committees, except the Nominating Committee; represents the part-time paraprofessionals on the Bargaining Committee. Length of term: Two years.	4	None	\$820

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TREASURER	Receives and maintains all records of deposits; makes disbursements and keeps accurate records of them; makes a written report at each regular general membership meeting; submits books and records for audit when directed by the Executive Board; signs all non-payroll checks against the Union's bank account; calls in payroll every other week to the payroll service and works with that service to insure prompt and accurate payroll checks and reports. Length of term: Two years.	8	None	\$3,230
GRIEVANCE REPRESENTATIVES - AT-LARGE (TWO POSITIONS.)	Serve on the Grievance Committee. Length of term: Two years.	Varies	None	None
GRIEVANCE REPRESENTATIVE - LIBERAL ARTS & SCIENCES	Serves on the Grievance Committee. Length of term: Two years.	Varies	None	None
GRIEVANCE REPRESENTATIVE - HEALTH OCCUPATIONS	Serves on the Grievance Committee. Length of term: Two years.	Varies	None	None
GRIEVANCE REPRESENTATIVE - PRE-COLLEGE	Serves on the Grievance Committee. Length of term: Two years.	Varies	None	None
GRIEVANCE REPRESENTATIVE - FULL-TIME PROFESSIONAL STAFF	Serves on the Grievance Committee. Length of term: Two years.	Varies	None	None
GRIEVANCE REPRESENTATIVE - PART-TIME FACULTY	Serves on the Grievance Committee. Length of term: Two years.	Varies	None	None
GRIEVANCE REPRESENTATIVE - PART-TIME PROFESSIONAL STAFF	Serves on the Grievance Committee. Length of term: Two years.	Varies	None	None
CAMPUS REPRESENTATIVE - NORTH CAMPUS	Serves on the Grievance Committee; acts as liaison between respective campus and the Executive Board. Length of term: Two years.	Varies	None	None
CAMPUS REPRESENTATIVE - SOUTH CAMPUS	Serves on the Grievance Committee; acts as liaison between respective campus and the Executive Board. Length of term: Two years.	Varies	None	None
CAMPUS REPRESENTATIVE - WEST CAMPUS	Serves on the Grievance Committee; acts as liaison between respective campus and the Executive Board. Length of term: Two years.	Varies	None	None
LEGISLATIVE - STANDING COMMITTEE CHAIR	Studies federal, state, and local legislative proposals pertinent to the purposes of the Union and informs the membership on these matters; considers legislative recommendations from affiliate organizations and recommends action to the membership. Length of term: Two years.	Varies	None	None

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STUDENT LIFE - STANDING COMMITTEE CHAIR	Fosters communication between the Union and students for the purpose of developing and maintaining a sense of community throughout the district. Length of term: Two years.	Varies	None	None
HEALTH AND SAFETY COMMITTEE CHAIRPERSON	Committee advocates for safe and healthy working conditions for faculty and staff. Serves as Local 212 representative on joint Indoor Air Quality Committee. Length of term: Two years.	Varies	None	None
BYLAWS COMMITTEE CHAIRPERSON	Committee continuously reviews the basic documents; prepares amendments and revisions deemed necessary or requested by the membership or by the Executive Board; edits amendments and revisions for recommendation to the AFT and WFT conventions; submits all recommendations to the Executive Board and general membership for approval. Length of term: Two years.	Varies	None	None
CIVIL & HUMAN RIGHTS COMMITTEE CHAIRPERSON	Directs Local 212's Civil and Human Rights Committee that works with diverse community organizations and coalitions to promote the struggle for equality and justice in the community and at MATC. Length of term: Two years.	Varies	None	None
CONFLICT RESOLUTION COMMITTEE CHAIRPERSON	(Committee is chaired by the Union President.) Committee consists of six other members with equal representation from each membership classification of active workers; resolves internal conflicts between bargaining units in the union as these may relate to the workplace and have the potential to divide the union. Length of term: Two years.	Varies	None	None
ELECTIONS COMMITTEE CHAIRPERSON	Committee conducts all secret-ballot voting; controls the validity of all absentee ballots; submits election results to the membership in a timely manner. Length of term: Two years.	Varies	None	None
MEMBERSHIP COMMITTEE CHAIRPERSON	Fosters a program to ensure the growth of the Union; processes all applications for membership; maintains a current list of members; recruits new employees into the membership. Length of term: Two years.	Varies	None	None
PERSONNEL COMMITTEE CHAIRPERSON	Negotiates contracts with all employees; interviews potential new employees; maintains personnel files; mediates disputes between employees; mediates disputes between employees and operating officers; administers staff issues. Length of term: Two years.	Varies	None	None
SOCIAL SOLIDARITY COMMITTEE CHAIRPERSON	Responsible for the promotion of good fellowship among the members and arranges such programs and entertainment and perform such duties as the Executive Board may direct. Length of term: Two years.	Varies	None	None

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BARGAINING COMMITTEE – FULL-TIME FACULTY (Six positions, elected at-large from the Full-Time Faculty Bargaining Unit.)	Represent the Union in negotiations with MATC District Board, preparing official proposals and submitting them in writing to the Executive Board for approval; submitting finalized agreement to the Executive Board and general membership. Length of term: Two years.	Varies	None	None
BARGAINING COMMITTEE – PART-TIME FACULTY (Six positions, elected at-large from the Part-Time Faculty Bargaining Unit.)	Represent the Union in negotiations with MATC District Board, preparing official proposals and submitting them in writing to the Executive Board for approval; submitting finalized agreement to the Executive Board and general membership. Length of term: Two years.	Varies	None	None
BARGAINING COMMITTEE - PROFESSIONAL STAFF (Four Full-Time Professional Staff members and three part-time Professional Staff members, elected at-large from the Full-Time and Part-Time Professional Staff Bargaining Units.)	Represent the Union in negotiations with MATC District Board, preparing official proposals and submitting them in writing to the Executive Board for approval; submitting finalized agreement to the Executive Board and general membership. Length of term: Two years.	Varies	None	None
MILWAUKEE LABOR COUNCIL REPRESENTATIVES (Four positions.) (Note: The number of MCLC representatives varies depending on the number of Local 212 members. Therefore, the number of open positions could change.)	Represent the Union at MCLC meetings. Length of term: Two years.	Varies	None	\$10 per meeting.