

## **JOB DESCRIPTIONS FOR RETIREE OFFICERS AND GENERAL COUNCIL DELEGATES:**

RETIREE LOCAL 001, SEIU LOCAL 503, OPEU

**President:** The President shall preside over all meetings of the Local and the Retiree Member Council. The President shall also serve as a voting member of the Board of Directors of the Union and shall be a General Council Delegate as a member of the Board. The President shall serve a two-year term.

**Vice President:** The Vice President shall, in the absence of or at the request of the President, perform the duties of the President and, in the absence of the President, serve as a voting member of the Board of Directors of the Union. The Vice President also serves as a General Council Delegate as a Member of the Board. The Vice President shall serve a two-year term.

**Secretary-Treasurer:** The Secretary-Treasurer shall record the minutes of all statewide meetings. In addition, the Secretary-Treasurer shall maintain the financial records of the Local and shall be responsible for all requests for disbursement of funds on behalf of the Local. All requests for disbursements of funds shall be made to Union headquarters in care of the statewide Secretary-Treasurer of the Union. Disbursements shall be in compliance with the Bylaws and AP&P of the Union. The Secretary-Treasurer also serves as a General Council Delegate for the Local. The Secretary-Treasurer shall serve a two-year term.

**General Council Delegates:** The Local is currently entitled to 4 Delegate positions based on the Local's number of members. The Secretary-Treasurer and Immediate Past President are automatic delegates. The other two positions are elected at large from the membership. If an alternate is needed, the delegate will be the candidate with the next highest number of votes. Each delegate will be a voting member of the General Council. General Council delegates shall serve a two-year term.