

Union Roles and Responsibilities



Washington State
Council of Fire Fighters



WSCFF

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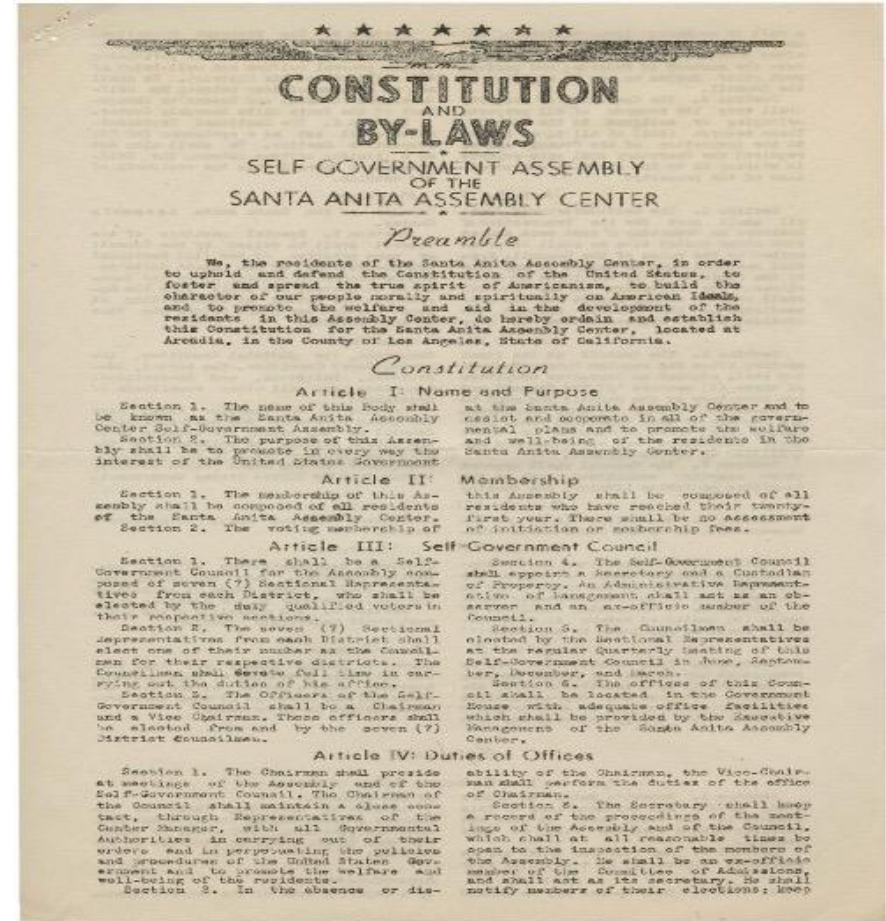


Overview

Roles and Responsibilities of the Union Officers

- Authority
 - Where do you get it? Where is the information found?
- Meetings
- Committees

Constitution and Bylaws

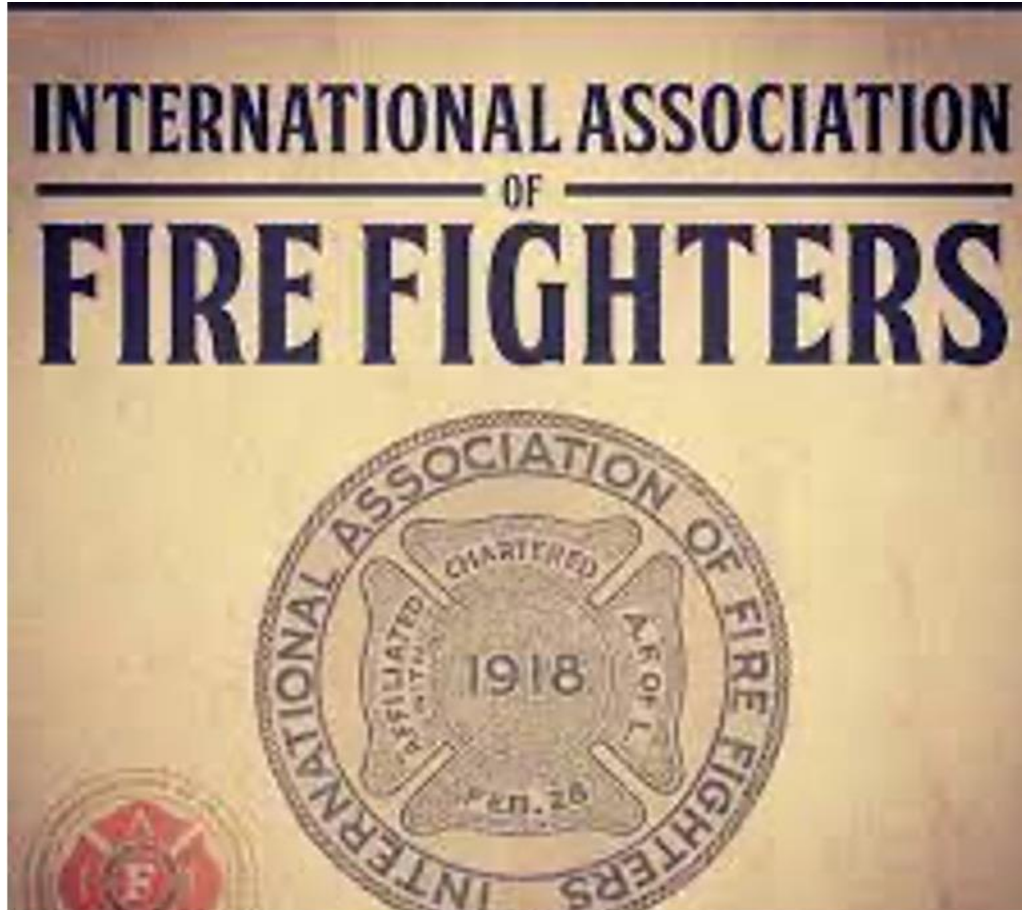


Constitution and Bylaws

What does your Constitution and Bylaws cover?

They define your rights and responsibilities as a local member, they say how elections will be run, and they set the powers for your officers.

Constitution and Bylaws



Name

Jurisdiction

Officers Roles

Elections

Committees

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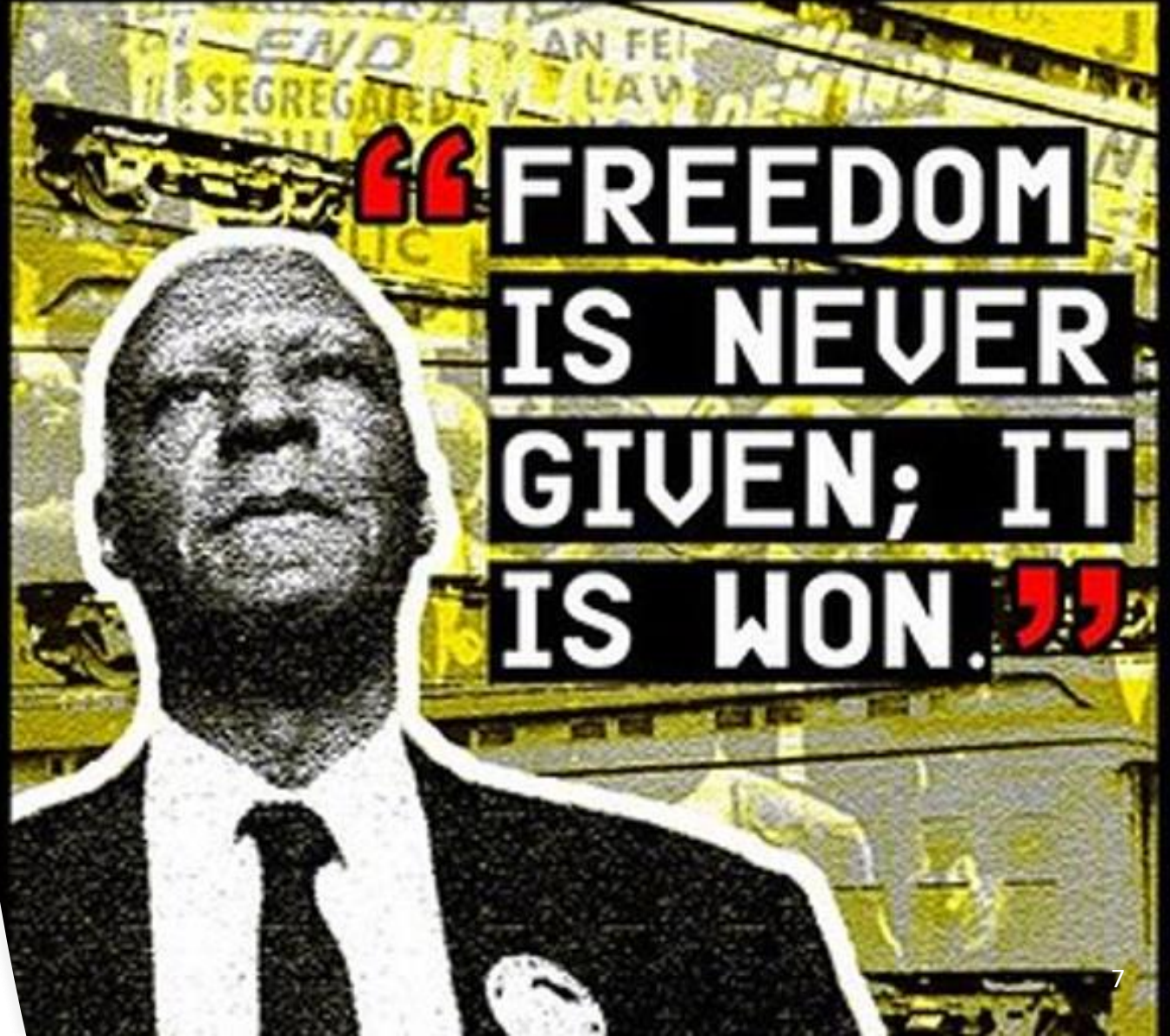
Local President

Administrator

- Spokesperson
- Chief Executive
- Co-signs Checks
- Enforces Constitution
- Maintain Unity, Peace and Order

Presiding Officer

- Runs all Meetings
- Referee
- Assigns Committees and is a
De facto Chair of all committees





Local President

- You represent the organization while you hold the office of president
- You have the duty to maintain the dignity of that office in every way
 - *General conduct*
 - *Appearance*
 - *Example you set for the membership*



Vice President



Performs presidential duties when president cannot do so



Assists president in all duties



Attends all local union sessions



Vice President

Grievance Committee Chair

- Know your CBA, policies, standards, normal working conditions and past practices
 - *Remain unbiased*
 - *Evaluate each case on its own merit*

Ensure the entire committee is treating the grievance without bias



Secretary

Duties

- **Planning**
- **Record Keeping**
- **Correspondence**
- **Communication (Internal and External)**



Secretary

Planning

In collaboration with the President, plan the agenda for all meetings to include:

- Reports
- Unfinished business
- New business
- Timelines



Secretary

Record Keeping

Properly written and maintained minutes of meetings to include:

- Time, date, month, year of meeting, who presided, the fact that a quorum was present
- Committee reports
- All motions made, seconded and voted upon (even if defeated)
- Always note the number of votes for and against in hand, standing or by ballot vote
- Voice the vote (Motion adopted or defeated)
- No member has the right to request their views be noted in the minutes
- Keep your personal comments out of the minutes
- Minutes are brief. The minutes are not to reflect verbatim what was said.

Secretary

Correspondence

- Changes to C&BI should be sent to the General President
- The secretary is responsible to allow the flow of important information to and from the IAFF, DVP, state affiliate and other labor organizations (make sure your president is informed and, in the loop)

Make sure the DVP is aware of important correspondence between the local and any other group.

Treasurer

- Receives all dues, fees, and funds
- Writes checks and gives monthly financial reports and per capita tax
- Keeps an inventory of all records and property of the Local Union, membership
- **Follows the local's investment plan**



HOW ME THE MONEY!

Treasurer

Must Do's

- IAFF financial audit (turned into the GST)
- Bonding Insurance
- IRS forms 990 (annually) and DOL filing requirements.
- Taxes





Executive Board

- Must be active in local
- Chair of some committees
- Leader in...
 - *FIREPAC*
 - *Function attendance*
- Know union contract
- Communicator



Executive Board

You must be...

- **Educated**
 - Attend Seminars and training opportunities
- **Read, Read, Read**
- **Impartial**
- **Fair**
- **Committed**



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Shift or Station Representative

- First line of defense
- Hear the day-to-day issues
- Share information (two way)
- Answer contract questions



Shift or Station Representative

- Internal organizing
- Event organizing
- Shift / station spokesperson
- Again, first line of defense against bad actors or rumors

WEINGARTEN RIGHTS

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions. I further request reasonable time to consult with my union representative regarding the subject and purpose of the meeting. I shall not consent to any searches or tests affecting my person, property, or effects without first consulting with my union representative.”



Committee Member

- Formed by the president under the authority of the C&BI
- Every committee has a charge
- Standing or Ad Hoc



Committees

Ad Hoc

- ✓ One time or infrequently used.
- ✓ Investigative
- ✓ Developmental.

Standing

- ✓ Executive Board
- ✓ Constitution and Bylaws
- ✓ Negotiations
- ✓ Grievance
- ✓ Safety
- ✓ Labor and Management
- ✓ Political action



Why Use Committees?

- ❖ **Distribution of labor**
- ❖ **Required by C&BI**
- ❖ **Fair and balanced representation**
- ❖ **Membership empowerment**
- ❖ **Efficiency and political expediency**

Committee's

President should appoint a committee lead (chair)

The chair will:

- ❖ Schedule meetings
- ❖ Set agendas
- ❖ Responsible for committee correspondence (written or verbal)
- ❖ Accomplish the mission of the committee

Running a Union Meeting

Have with You

- Updated C&BI's for IAFF and local
- Rules (Atwood's or Robert's Rules of Order)
- Agenda (Follow it!)



Running the Meeting

- Stick to the schedule
- Uphold the rights of the minority
- Stop personal attacks
- Be fair
- Utilize resources as needed
- Facilitate debate



Become Educated

- Study past grievances or arbitrations
- Attend classes
 - *ALTS*
 - *PEP / District Caucus*
 - *Mini-Ed*
 - *State Educational conferences*
- Pay attention and get involved



Summary

- ❖ **Authority comes from the C&BI**
- ❖ **Roles and Responsibilities should be clearly spelled out in you C&BI**
- ❖ **Take you position seriously, your members depend on it**
- ❖ **Have fun**

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