

Job Descriptions as outlined by the Rowan Local 2373 Constitution:

President

- To act as chairperson for all special and general membership meetings.
- To act as chairperson for sessions of the Executive Board.
- To be an ex-officio member of all standing and special committees.
- To be co-signer of any legally or financially binding documents of AFT 2373.
- To serve on any negotiating committee.
- To employ and dismiss with the approval of the Executive Board all clerical and professional staff of the AFT Office. The President is responsible for the direction, supervision, and performance of this staff. Any vacant position within the AFT 2373 office will be announced at general membership meetings and distributed via electronic means through email and the AFT website.
- To represent the viewpoint of AFT Local 2373 before legislative groups.
- To be responsible with the Budget Committee for preparation of the annual operating budget.
- To notify the membership of action on resolutions.
- To serve as a delegate to the Council of New Jersey State College Locals and to the local Labor Council.
- With the approval of the Executive Board, to appoint additional representatives to any bargaining team of the CNJSCL.
- To serve as a delegate to any state Council of Locals or national AFT Convention and to any state or national AFL-CIO convention to which we are entitled to send delegates.

Vice President 1

- To serve in place of the President, when the latter is not available to chair meetings.
- To serve on any local negotiating committees, or to designate an AFT member if necessary.
- To be a member of the Executive Board and an ex-officio member of the Conflict Resolution and Grievance Committee.
- To function as co-signer in the absence of the President.
- To serve as a delegate to the Council of State College Locals.
- To represent the AFT in monthly meetings with Provost.
- To participate in meetings with elected officials, i.e. United States Senator.
- To testify, when needed, to New Jersey Senate or Assembly committees on higher education issues such as higher education funding and tenure.
- To respond to questions from members at the request of the President.

Vice President 2

- To serve as a member of the Executive Board.
- To serve as the designated Parliamentarian at all Executive and General Membership meetings.
- To function as co-signer in the absence of the President.
- To represent the AFT in monthly meetings with the Provost.
- To act as liaison between the Union and the University Board of Trustees.
- To assist and advise President and Vice President 1 in matters of University policy and Board of Trustees activities.
- To provide leadership for constitution and by-laws revisions. To make recommendations for changes as needed.

Treasurer

- To be responsible for maintaining and safekeeping of all financial records of the local.
- To be a co-signer, with the President, on any financially binding document of the local.
- To submit a yearly financial report on or before March 1 of each year and to make available all financial records upon request to any member.
- To serve on the Executive Board.
- To serve as an ex-officio member of the Budget Committee, and forward recommendations by the Budget Committee to the Executive Board.
- To make financial reports to the Executive Board and General Membership on request and for each executive and general membership meeting.
- To present the year-end financial audit to the membership as soon as it is available at the next general membership meeting and posted on the AFT website.
- To receive and to cause to be deposited all monies of the Federation in a federally insured bank.
- To be bonded in the amount of \$1,000. Premiums will be paid out of the local treasury.
- To co-sign, with the President, all checks and financial disbursements.
- To pay all approved bills and to transmit dues to state and national Federations.

Secretary

- To serve on the Executive Board.
- To take notes at and make minutes of each special and general meeting and of each Executive Board meeting.
- To be responsible for preparation of and distribution to the members the local minutes of all special and general meetings.
- To maintain an up-to-date file of all minutes of special and general meetings and of Executive Board meetings.
- To keep a separate file of all resolutions
- In case the Treasurer is unavailable, the Secretary shall be authorized to co-sign checks and disbursements.
- To arrange, in consultation with the President, for all meetings of the Executive Board and for all special and general meetings.
- To inform the Executive Board and the membership of the time, place, and agenda for all Executive Board, special and general meetings.
- To review with the President all incoming correspondence, and to assist the President in making appropriate disposition of such correspondence.
- To assist the President in preparing outgoing correspondence.
- To maintain accurate files of all correspondence.
- On behalf of the membership, to correspond with members on matters of personal concern.

Negotiator

- To conduct all local negotiations and to serve as Chairperson of the local Bargaining Committee.
- To serve as a delegate to any bargaining team of the CNJSCL.
- To serve as a delegate to the CNJSCL.
- To serve on the Executive Board.
 - To report to the Executive Board and membership meetings.

Conflict Resolution and Grievance Chairperson

- To serve on Executive Board.
- To assist members with all employment related questions and concerns, with the advice and counsel of the President, Vice President 1, Vice President 2, and Negotiator.
- To serve as the point person relative to grievances and disputes.
- To serve as chairperson of the Conflict Resolution and Grievance Committee.
- To provide advice and counsel regarding potential violations of the State-Union Agreement, Local Agreements and Procedures have occurred, with the advice and counsel of the president, Vice President 1, Vice President 2, and Negotiator.
- To provide advice regarding possible contractual violations, with the advice and counsel of the president, Vice President 1, Vice President 2, and Negotiator.
- To update the Grievance Handbook as necessary, and ensure an up-to-date version of the handbook is posted on the AFT local website in a secure location.
- To respond to member inquiries, with the advice and counsel of the president, Vice President 1, Vice President 2, and Negotiator.
- To serve as a delegate to the CNJSCL.
- To maintain personal contact with Rowan University administration.
- To maintain records of conflicts, disputes, and grievances in the Local office.
- To recommend two Assistant Conflict Resolution and Grievance members, with the advice and consent of the Executive Board. These members should reflect the Local's constituencies.
- To report to the Executive Board and membership meetings.

Professional Staff Co-Chair I

- To serve on Executive Board.
- Act as chairperson for all Professional Staff (PS) special and general membership meetings
- Act as chairperson for meetings of the Professional Staff Advisory Committee (PSAC)
- Serve as a member of the Executive Committee, including submitting reports, attending meetings, and representing PS concerns
- Serve on any local bargaining or negotiating committee
- Submit the PS budget recommendations to the Budget Committee, and request and monitor all PS-related expenses
- Notify the membership of action on resolutions pertaining to PS
- Serve as a delegate to the Council of New Jersey State College Locals
- Answer or direct questions and concerns from the membership
- Maintain a database of PS personnel for purposes of tracking hire dates, recontracting, promotions, change in employment status, and other information pertinent to PS personnel.

Professional Staff Co-Chair II

- Serve in place of the Co-Chair I, when the latter is not available to chair meetings
- Collaborate with the Co-Chair I to further all issues and matters related to the PS
- Serve as a member of the Executive Committee, including attending meetings and representing PS concerns
- Coordinate the Orientation Program for newly hired PS
- Answer or direct question and concerns from the membership
- Serve on any Bargaining or negotiating committee

Adjunct Coordinator I

- To serve on Executive Board.
- To serve on all local negotiating committees, representing adjunct issues.
- To serve as adjunct delegate to the CNJSCL.
- To serve on as delegate to any adjunct bargaining team of the CNJSCL.
- To serve on local bargaining committees, representing adjunct issues.
- To assist the Conflict Resolution and Grievance Chair with adjunct faculty complaints and concerns.
- To attend local and statewide meetings, campaigns, and events concerning adjunct issues and to report on such matters to the adjunct membership.
- To represent adjunct faculty issues before various legislative groups.
- To coordinate with adjunct membership recruitment.
- To collect information as necessary to identify adjunct issues and concerns.
- To convene meetings of the adjuncts as necessary.
- To analyze adjunct utilization reports (i.e. A-459 legislation mandate) and make recommendations to the local.

Membership Chairperson

- To coordinate the activities of department and building representatives for the recruitment of new members and to keep all members of the bargaining unit informed.
- To serve on the Executive Board.
- To report to the Executive Board and membership meetings.

COPE (Committee on Political Education) Chairperson

- To keep informed on all legislation affecting the Union.
- To coordinate the operations of the Union toward the passage of favorable legislation.
- To cause to be introduced legislation authorized by the membership meetings.
- To represent the viewpoint of the Union before legislative bodies.
- To serve on the Executive Board
- To hold regular meetings of the GSFCT COPE.
- To serve as a delegate to the Camden Central Labor Union.
- To serve as liaison with CLU-COPE.

Delegates to the Council of New Jersey State College Locals (CNJSCL)

- To serve as the delegate of the Local to the state council representing the nine state colleges in the bargaining unit fixed by the Public Employees Relations Commission.
- To serve on the Executive Board.

Delegate to the Southern NJ Central Labor Council

- To represent the AFT Local 2373 at meetings of the Local Central Labor Council and to serve as a liaison with it.
- To serve on the Executive Board.