



**CHAPTER ELECTIONS ARE BEING SCHEDULED  
for the CHAPTER BOARD WHICH INCLUDES;**

**PRESIDENT, VICE PRESIDENT, SECRETARY,  
TREASURER, CHIEF STEWARD, COPE  
DELEGATE**

**NOMINATIONS MUST BE SUBMITTED BY FRIDAY MARCH 19,  
2021**

#### **DUTIES OF THE OFFICERS**

##### **Duties of the President**

- The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership.
- The President shall be an ex-officio member of all committees
- The President shall be one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership
- The President shall assure that minutes of chapter meetings and committee meetings are recorded and reported to the General Membership

##### **Duties of the Vice President**

- The Vice President shall perform the duties of the President in their absence
- The Vice President shall act as the President in the absence of the President
- The Vice President shall be one of the three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or the General Membership

### **Duties of the Secretary**

- The Secretary shall keep a correct record of the proceedings of all Chapter Board and General Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request.
- The Secretary shall receive all correspondence and communications on behalf of the Chapter.

### **Duties of the Treasurer**

- The Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties
- The Treasurer shall be one of the three (3) officers authorized to withdraw funds from a Chapter account after such expenditures have been approved by the Chapter Board and/or General Membership
- The Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or their representative

### **Duties of the Chief Steward**

- The Chief Steward shall serve as a resource for shop stewards in carrying out their duties at the worksite

### **Duties of the COPE Delegate**

- The COPE Delegate shall be responsible for providing political information and education to the members of the chapter. They shall assist and coordinate with turn out for actions, COPE cards, and other duties related to political activities of the chapter and Local Union. The Coordinator will also be one of the chapter representatives/delegates to the Local 1021 County Cope Committee

**Zoom meetings for the different departments can be scheduled to answer any questions members have on the duties of the Chapter Board. Please let me know if your area would like a meeting and we can organize them during lunch times to make it convenient for members – [millie.cleveland@seiu1021.org](mailto:millie.cleveland@seiu1021.org) or text (510) 710-0201**