

UNDERSTANDING CHAPTER ROLES

Chapter President



Goal: Ensure Chapter is functioning properly

- **Organize and run at least 4 Chapter Meetings/year**
- **Participate in monthly President's call**
- **Welcome new Members and new employees**
- **Attend Council, Bargaining Senate Meetings and Annual Convention**
- **Nominate Stewards**
- **Ensure Chapter Nomination Committee is established**
- **Appoint Chapter Standing Committees as needed**

Chapter Vice-President



Goal: Assist the President in strengthening the Chapter using your skills and talents

- **Fill-in for President**
- **Strategize tactics for increasing Chapter Membership**
- **Attend all Chapter Meetings**
- **Assist President with duties as needed**

Chapter Secretary



Goal: Serve as the link between Chapter and SEA office

- **Records and submits Chapter Meeting minutes**
- **Attend all Chapter Meetings**
- **Update SEA mailing list and notify SEA of any Member contact changes**

Chapter Treasurer



Goal: Oversee the management and reporting of a Chapter's finances

- **Transact all business through a bank or the SEA, SEIU Local 1984 account**
- **Receive all quarterly dues statements for the Chapter**
- **Issue all checks/requests for withdrawal of funds and present them to the Chapter President or other authorized officer for counter signature**
- **Maintain appropriate accounting and other financial records covering the receipt and disbursement of all chapter funds**
- **Prepare financial reports for presentation to the chapter at business meetings or whenever specifically requested**

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Chapter Councilor & Alternate Councilor

Goal: Increase communication between Members and SEA Leadership

- **Attend Chapter Meetings, Quarterly Council Meetings, Convention, and Bargaining Senate Meetings**
- **Gather input from Council Meetings**
- **Alternate Councilor: fill-in for Councilor when needed and assist him/her in sharing information from the council with Members**
- **Alternate Councilor: gather input and share information from Council Meetings**