



LOCAL EXECUTIVE ROLES

ACTIVITY

DUTY	POSITION
Check UNAnet for emails, news, draws, info.	
Read & delegate/forward Local emails	
Send relevant info & news to members	
Oversee Local social media	
Respond to duespayer inquiries & concerns	
Communicate with LRO re: issues	
Represent duespayers at Employer meetings	
Schedule Local meetings	
Prepare Local meeting agendas	
Send notice of meetings & elections	
Post notices in work areas	
Chair Local meetings	
Take minutes at Local meetings	
Make Local meeting minutes available to members	
Attend District meetings	
Review expense claims & LOA requests	
Review Treasurer's expenses/LOA requests	
Review financial statements	
Prepare a Local budget	
Enter & submit Local budget in DMS	
Oversee Unit/Office Rep system	
Provide union orientation to new duespayers	
Sign up duespayers	
Review membership applications in DMS	
Set up/maintain Local record storage	