

PRESIDENT

1. The President shall be the chief executive officer and administers the affairs of the state federation and puts into effect the policies as directed by the convention and executive board.
2. The President calls regular and special meetings, upon requests by one third of the Board, and prepares the agenda.
3. Confer periodically with the attorney about legal issues
4. Allow and make independent, objective decisions. Engage and encourage full and frank discussion.
5. Support and actively be involved in the election of the AFT-W COPE endorsed candidates.
6. Member in their local/state union.

REPRESENTATION

7. The President is the Senior Officer of the state federation
8. Manage staff. Staff fulfill and implement policies and programming set forth by the Board.
9. The President presides at the annual convention and reports to the convention;
 - a. State of the Union
 - b. Resolutions from previous year
 - c. Member Mobilization Fund report
 - d. Work with COPE Officers to prepare State Solidarity Funds Report
 - e. Work with COPE Officers to prepare COPE report
10. In consultation with the Executive Assistant, prepares agenda items and distributes in a timely manner. Attends and leads all regular AFT-W Executive Board meetings.
11. The President is a delegate to the AFT Convention.
12. Serves on, or appoints members to, the state AFL-CIO board and attends the state AFL-CIO convention
13. "Face of the Union." Spokesperson in public, press, legislative bodies, and other related organizations
14. Complies with the requirements of the WEAC Interaction Agreement.
15. Act as an active emissary of the Union who may be called upon to make visits to other Locals to provide assistance. Provide leadership on organizational structure and planning.
16. The President is ex-officio of all committees. Appoints members to committee with approval of the executive board.

ACCOUNTABILITY

17. Adhere to and enforce the Code of Ethics.
18. Exercise proper fiduciary responsibility by regularly reviewing up-to-date financial statements and any auditor letters or Budget Committee reports. Protect assets of the organization.
19. Ensure compliance with legal and tax requirements
20. Maintain confidentiality
21. Must not participate where there could be a conflict of interest
22. Accountable to members for Federation's actions and progress as specified by the bylaws
23. Responsible for process of accountability of the Executive Board to ensure committee chairs are meeting expectations, committee work is progressing, board members are informed and completing their duties, etc.

24. Responsible for process of accountability of the Executive Board to ensure Council Vice Presidents and Chairs are working together and with their constituencies and keep Board members informed.
25. Evaluate progress toward program and financial goals.
26. President will keep a detailed log of activities and time spent on each in order for the Executive Board to be able to evaluate the position and the needs of the organization prior to the next election cycle. This log will be submitted along with regular expense claim forms.
27. President will submit a written report prior to each Board meeting.

COMMUNICATIONS

28. Work with the designated staff to develop a communications plan with regular updates to local leaders and members
29. Communicate with the public and members about issues facing and values of AFT-Wisconsin
30. Work with the designated staff on press releases when appropriate. Statements issued will come from the President (might not always be written by president).

GENERAL KNOWLEDGE

31. Know the AFT-Wisconsin Constitution, Bylaws and policies and procedures.
32. Understand the mission of AFT-W and develop a strategy to carry out our six core functions
Be informed of current practices, policies and issues regarding public employment and worker’s rights at the state and national level.
33. Other duties as designated by the Executive Board

	2015-16 and 2016-17
Salary	Set by the Board and approved by Convention: \$75,000
Expense Report	To be submitted within 35 days, per CBA
Retirement	12.5% of salary, per CBA
Health Insurance	Pay 12% premium, per CBA
HSA	Single \$2,750/Family \$5,500, per CBA
Dental Insurance	Per CBA
Vision Insurance	Per CBA
Life/disability	Per CBA
Reasonable Expenses (refer to Travel & Expense Guide)	Must adhere to Travel and Expense Guide. Those expenses over the limit will not be paid
Mileage Rate	Full IRS Rat
Out of State Travel	AFLCIO and AFT sponsored events
Cell Phone Reimbursement	\$45
Yearly Hours	President is accountable for 2080 hours
PTO	Three weeks