

EXECUTIVE BOARD RESPONSIBILITIES/EXPECTATIONS

REPRESENTATION

1. Board members are expected to attend all regular AFT-W meetings. Be informed of agenda items and make independent, objective decisions. Engage in full and frank discussion.
2. Serve as members in their local/state union
3. Participate in at least two AFT-W committees and assure proper committee structure.
4. Support and be actively involved in the election of the AFT-W COPE endorsed candidates.
5. 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.

ACCOUNTABILITY

6. Adhere to the Code of Ethics.
7. Understand the mission of AFT-W and develop a strategy to carry out our six core functions.
8. Be informed of current practices, policies and issues regarding public employment and worker's rights at the state and national level.
9. All Board members have fiduciary responsibilities. They will regularly receive and review up-to-date financial statements and any auditor letters or Budget Committee reports. The Board is elected by the members to carry out their duties for the members benefit and protect assets of the organization.
10. Ensure compliance with legal and tax requirements
11. Maintain confidentiality
12. No conflict of interest
13. Accountable to members for Federation's actions and progress
14. Evaluate progress toward program and financial goals.

GENERAL KNOWLEDGE

15. Know the AFT-Wisconsin Constitution, Bylaws and policies and procedures.

Board members should ensure that they are interested in and understand the activities of the organization, the environment in which it exists and the challenges and risks it faces. They should learn about the structure of the organization by reviewing its governing documents, policies and minutes of board and committee meetings as well as any literature produced as part of the organization's programs. Board members should seek out information from employees, past and current officers where required to gain this understanding.

Salary & Payroll Tax	None
Retirement	None
Health Insurance	None
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	Executive Mileage rate: 75% of IRS rate
Out of State Travel	If paid for by AFT-Wisconsin, must be approved by Executive Board