

## **Equity and Inclusion Essential Duties**

- Monitor emails at [equity@pdxgeu.org](mailto:equity@pdxgeu.org)
- Manage and coordinate Release Time process
  - Ensuring availability is advertised
  - Ensure applications are done in timely manner
  - Forming rubric for interviews
  - Coordinating interviews and hiring
  - Managing payments through PSU
- Manage and coordinate Assistance Fund process
  - Properly advertise availability
  - Manage submission form and submission form spreadsheet
  - Bring requests to Executive Board for discussion and voting
  - Manage acceptance/denial spreadsheet
  - Managing payments through PSU
- Create and maintain an Equity and Inclusion caucus and/or committee to coordinate issues to be addressed by the Executive Board, Grievance Committee, or Bargaining Committee
- Decide on and develop projects to the scope of this position which you as an individual are interested in

### **Duties As Described In Bylaws:**

#### **Section 13.6 - Vice President for Equity and Inclusion**

The duties of the Vice President for Equity and Inclusion are as follows:

13.6(a) Work with the Executive Board, committees, stewards, and the general membership to foster a culture of respect and inclusion for all members of the GEU community, and represent the concerns of underrepresented members of the Bargaining Unit

13.6(b) Serve as chair of the Equity Committee and oversee implementation of its recommendations and activities

13.6(c) Encourage and recruit members from a wide range of backgrounds and identities to run for GEU officer positions, occupy stewardship positions, and serve on committees  
13.6(d) Promote understanding of the intersection of issues of diversity and inclusion as related to GEU policies, procedures, and politics, and create opportunities for learning about all member identities

13.6(e) Represent any equity concerns of and to the general membership and Executive Board, and work with Equity and Inclusion Committee to offer concrete recommendations for changes to GEU culture, policies, procedures, etc.

13.6(f) In conjunction with the Equity Committee, oversee handling of grievances related to issues of equity and inclusion as they arise, and encourage members to come

forward with equity-related grievances

13.6(g) Offer support and/or resources for members to work with faculty and staff to expand cultural competencies within departments and within the wider PSU community