

## **President Essential Duties**

- Manage and monitor the [president@pdxgeu.org](mailto:president@pdxgeu.org)
- Coordinate a head of General Membership Meetings
- Head board meetings or coordinate a rotation of board members to head board meetings
- Report to membership on status of all major union happenings and decisions via GMMs or email if time sensitive
- Act as co-signatory with Treasurer on all investments and accounts controlled by GEU
- Represent the GEU in an official capacity at various university and community events as appropriate to the GEU's strategic goal
  - Attend university events and maintain calendar of events
  - Attend community events and maintain calendar of events
  - Attend affiliate events and maintain calendar of events
- In the case of emergency, the president will have authority to act on behalf of the GEU.
  - President must notify membership of this action within 48hrs
- Oversee as first point of contact for any internal review
  - lead all internal review process unless President is the member under review
- Support Grievance Officer and act as back-up support for all grievance proceedings

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

#### **Section 13.1 - President**

The duties of the President are as follows:

13.1(a) Preside over all GMMs and all meetings of the Executive Board

13.1(b) Make reports to membership on the status of the union and major happenings and decisions of the executive board, at a GMM if practicable, and otherwise via email (especially regarding time-sensitive matters), or through the communications committee, if appropriate.

13.1(c) Ex-officio member of all GEU committees

13.1(d) Co-signatory with treasurer on all investments and accounts controlled by GEU

13.1(e) Represent the GEU in an official capacity at university and community events

13.1(f) In the case of emergency, the president will have authority to act on behalf of the GEU. The general membership will be notified within forty-eight (48) hours. 13.1(g) First point of contact for internal review, shall lead all internal review process unless they are the member under review

13.1(h) Serve as a backup and/or provide support for Grievance Officers, Stewards,

and the VP for Organizing in grievance proceedings