

Membership Essential Duties

- Monitor emails at membership@pdxgeu.org
- Attend PSU employee orientations (per employing unit) and inform employees of their rights
 - Include individual department orientations
 - Employees come on and off contract at each term - check in with departments at the end of each academic term for new employees who missed orientations
- Research and maintain calendar of PSU orientation events
- Connect with employees and offer the union membership, advocate for signing up
- Coordinate with the Stewards council alongside the VP of Organizing - provide stewards with support they need to effectively encourage membership
 - Invite Steward to come to department orientations
 - Delegate reaching out to new employees as they come on mid-year
 - Coaching and supporting stewards with language and outreach tools
- Engage new stewards and encourage members to accept stewardship positions
 - New members generally want to come on as stewards as opposed to boards because commitment is smaller
 - Coordinate with eboard to grow these stewards into eboard leaders
- Create and maintain a monthly list of who has joined and who is eligible to join using PSU provided lists
 - Provide lists to stewards in order for them to reach out to employees who have not joined

Duties As Described In Bylaws:

Section 13.12 - Vice President for Membership

The duties of the Vice President for Membership are as follows:

13.12(a) Preside over meetings of the Steward Council as co-chair, along with VP of Organizing

13.12(b) Represent the concerns of the Steward Council to the Executive Board
13.12(c) Be responsible for supervising the upkeep of the membership lists and the records of participation in each department

13.12(d) Oversee recruitment of Stewards in departments without Stewards

13.12(e) Assist departments without Stewards in hosting department meetings, and act as interim Steward in disseminating information to these departments
13.12(f) Responsible for developing and coordinating strategy to increase membership

13.12(g) Work closely with the VP for Organizing on all relevant organizing activities and responsibilities towards the Steward Council

13.12(h) Assist the Grievance Officer in efforts to educate and inform the membership on

their rights and duties under the contract or requisite labor laws