

## **Operations Essential Duties**

- Monitor emails at operations@pdxgeu.org
- Ensure management of back-end for all GEU emails
  - Make new email addresses
  - Manage reset password requests
- Manage membership in AFT Connect through use of PSU Lists
  - Download excel emails from Edward Fillary and upload to GEU Drive
  - Coordinate with program creator to furnish current member list from these emails by running python program
- Ensure add/removes are submitted to PSU each month
- Ensure new online and paper submissions are finalized in AFT Connect
- Maintain AFT Connect access for any requests from Executive Board or other VPs
- Assemble and manage voting committee yearly

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

#### **Section 13.9 - Vice President of Operations**

The duties of the Vice President of Operations are as follows:

- 13.9(a) Keep minutes at all Executive Board meetings, General Membership Meetings, and Appeals hearings or arrange for another in-person attendee to do so
- 13.9(b) Issue notices and handle correspondence at the direction of the President
- 13.9(c) Keep accurate membership record
- 13.9(d) Custodian of GEU seal, charter, and constitution and bylaws
- 13.9(e) Maintain an up-to-date membership database, track and record other GEU data (including survey response data)
- 13.9(f) Ensure that all GEU paperwork is up-to-date
- 13.9(g) Assemble the Voting Committee (see Section 21.4) when necessary