

Organizing Essential Duties

- Monitor emails at organizing@pdxgeu.org
- Create and oversee Organizing Committee
- Coordinate attendance by OrgComm, Executive Board, or Steward members for PSU orientation meetings
- Establish and maintain relationships with PSU administration, units, and departments
- Create and oversee Steward Committee in conjunction with VP of Membership
- Coordinate with VP of Membership to train and support Stewards
- Develop an understanding of the contract and act as liaison between Stewards and the contract
- Act as intermediary between membership and Stewards, Executive Board, or other appropriate parties
- Support Grievance Officer and VP of Membership in their roles
- Act as interim President in the absence of a President of the board

Duties As Described In Bylaws:

Section 13.2 - Vice President for Organizing

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

- 13.2(a) Coordinate and oversee GEU campaigns
- 13.2(b) Preside over meetings of the Steward Council as co-chair, along with VP of Membership
- 13.2(c) Represent the concerns of the Steward Council to the Executive Board
- 13.2(d) Carry out the duties of the president in the case of absence or vacancy
- 13.2(e) Work with the Grievance Officer to educate Stewards on our contract and coordinate steward investigations of contract compliance
- 13.2(f) Chair the Contract Action Team during negotiation cycles
- 13.2(g) Coordinate resources, material, and regular training for Stewards
- 13.2(h) Work closely with the VP for Membership on all relevant organizing activities and responsibilities towards the Steward Council