

YC-AFT

Campus Representative Duty Statement

1. Attend campus general meetings each semester
2. Attend monthly e-board meetings
3. Review and respond to emailed minutes after each meeting
4. Post current contact information for represented campus
 - a. Marysville Reps represent Marysville/Yuba City/Beale AFB
 - b. Woodland Reps represent Woodland/Williams
 - c. Lake Rep represents Lake
5. Receive input, concerns, complaints, questions, etc. from unit members at campuses
(Union members and non-union members must be represented)
6. Within 24 hours, pass along any communication from unit members
 - a. Any complaints or possible grievances should be passed to the Grievance Chair immediately
 - b. Membership questions should be passed to the membership chair
 - c. All responses to inquiries should be checked with at least one other e-board member
7. Provide back-up assistance, as requested, for the grievance chair or other e-board officer
8. Report the outcome of the contact back to the board at the next meeting
9. Recruit additional union members
(make sure membership forms are available in the staff area at each campus)