

## YC-AFT

### Guidance Document for Membership Chair

#### Duty Statement

##### **Tasks each month:**

1. Attend monthly e-board meetings
2. Review and respond to emailed minutes after each meeting
3. Prepare reports to the executive board
4. Obtain a copy of the AFT per-caps invoice, compare with national database, prepare reconciliation form
5. Confer with Treasurer regarding payment of per-caps

##### **Tasks each semester:**

1. Receive adjunct faculty load report once per semester from HR
2. Receive adjunct faculty payroll report once each semester from payroll, delineating members/non-members, and union dues withdrawals
3. Update AFT database when new information on members is received
4. When new member apps are received, take the following actions:
  - a. send a welcome letter to the new member (sample attached)
  - b. update the database
  - c. send a copy of the application to CFT office
  - d. send a copy of the application to Yuba College HR department
5. Contact the campus reps to obtain new membership applications gotten from the semester orientation meeting; contact HR at the District Office for new membership applications from new employee packets
6. File the membership applications into your permanent file
7. Submit reimbursement form for postage costs

##### **Annual Task:**

8. Hudson packages:
  - a. Hold an annual meeting with 2 non-eboard members to review expenses over a prior 12-month period
  - b. Prepare minutes from that meeting
  - c. Get AFT/CFT chargeable amounts, insert into Hudson letter form letter
  - d. Send package to each agency fee payer annually, containing:
    - i. Hudson letter
    - ii. Compilation budget showing chargeable amounts
    - iii. Minutes from the meeting referenced in 6(a)