**Nominations are being taken for the following Local 795 and Local 5297 positions:**

(1) President per local

(1) Vice President per local

(1) Secretary per local

(1) Treasurer per local

(3) At-Large Executive Board members per local

For 795

(1) Trustee 1 (1 year initial term)

(1) Trustee 2 (2 year initial term)

For 5297

(1) Trustee 3 (3 year initial term)

(TBD) Legal Services Policy Committee delegates per local

(TBD) Council 28 2025 Biennial Convention delegates per local

**Description of Positions**

**OFFICERS:**

**Local President:**

•       Chairs Local Meetings

•       Presides at meetings of the Executive Board

•       Is a member of all committees (except Elections Committee)

•       Countersigns checks drawn on the Union funds

•       Appoints all standing and special committees

•       Reports to membership on official acts, standing of local, actions taken by the Executive Board

**Local Vice President:**

•       Assists the president in the work of the president’s office

•       If e-board approves, co-signs checks in place of President or Treasurer

•       When president in absent/unable to serve, carries out president’s duties

**Recording Secretary “Secretary”:**

•       Keeps minutes at the membership meetings

•       Keeps minutes at the Executive Board meetings

•       Writes and answers the local’s correspondence, unless the E-board says otherwise

•       Performs other duties that the Executive Board may require

**Secretary-Treasurer “Treasurer”:**

•       Receives Money for the local

•       Writes receipts for money received by the local

•       Signs checks drawn on the local’s funds

•       Writes checks requires by the constitution or authorized by membership or the Executive Board

•       Prepares and submits monthly membership reports to the international union

•       Sends monthly per capita payment to the International Secretary-Treasurer

•       Keeps the local’s financial records

•       Submits to the membership a financial operating statement

•       Acts as a custodian of local Union property

•       Sees that the financial report required by the constitution are sent to the international

**3 Executive Board (“E-Board”) Members:**

•       Governs the local except when membership meetings are in session

•       Makes decisions on policies, aims and means of accomplishing the purposes of the local when not provided for in the constitution or by membership action

•       Meets as specified in the local’s constitution and at call of President or a majority of the Executive Board

•       Approves appointments to the local’s standing and special committees

•       Selects the bank where local funds are deposited

•       Requires a majority of members for a quorum at meetings

**3 Trustees:**

•       Responsible for conducting audit of local’s finances, done at least semi-annually

•       Reports to membership on results of each audit of local’s finances

•       Are not members of the Executive Board

**Council 28 Policy Committee**

•       Council 28 Policy Committee meetings are where workplace issues are turned into action items.

•       Policy Groups Elect the WFSE Executive Board that makes decisions for the Whole of our Union

•       We meet quarterly with other members to define and work through issues unique to your workplace.

•       Policy Committees define and work through issues unique to their area of work before forwarding requests for action (in the form of resolutions) to the Council 28 executive board.

•       Our policy committees are Corrections, DCYF, Employment Security, Human Services, Institutions, Higher Education, Labor and Industries, Public Services, Transportation, Unified State Agencies, and **Legal Services**.

•       Local 795 and Local 5297 are part of Legal Services

•       Policy Committees Meet on Saturday Mornings 3 times per year in November, February, and June.

•       Delegates are elected for 2 year terms.

**The 49th Biennial Convention**

•       The 51st Biennial Convention will be a virtual Convention. The Convention will be called to order on Saturday, October 3, 2025 and will adjourn on Sunday, October 5, 2025.

•       Major Decisions are decided by the delegates (examples: election of statewide officers, dues, contract priorities like locality pay, the Unions position of social justice issues, really any major decision impacting our members)

•       ***Article VII Meetings Section 1:*** *The Council biennial convention shall be held in odd number years on a Saturday and Sunday in September or October, but may also be convened on the preceding Friday.*