



## SEIU LOCAL 1021 HUMAN SERVICES AGENCY (HSA) CHAPTER

# OFFICIAL NOTICE OF ELECTION

### Chapter Officer Positions open for election:

*All Chapter Officers Shall Serve Two (2) year Terms*

Per the HSA Chapter Bylaws, the HSA Chapter membership shall elect an Executive Committee of the following officers:

#### **GROUP A:**

**CHAPTER PRESIDENT [1]** - The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the HSA Chapter membership. The President shall be an ex-officio member of all committees. The President shall be one of three (3) officers authorized to withdraw funds from an HSA Chapter account, after such expenditures have been approved by the HSA General Membership.

**CHAPTER VICE PRESIDENT [1]** - The Vice President shall act as President in the absence of the President. The Vice President shall be one of three (3) officers authorized to withdraw funds from an HSA Chapter account, after such expenditures have been approved by the HSA General Membership.

**CHAPTER SECRETARY [1]** - The Secretary shall keep a correct record of the proceedings of all HSA Executive Committee and HSA General Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request. The Secretary shall receive all correspondence and communications on behalf of the Chapter.

**CHAPTER TREASURER [1]** - The Treasurer shall be responsible for HSA Chapter account deposits and dispersals and for carrying out the duties described in Article 4, Subsection (7). The Treasurer shall be one of three (3) officers authorized to withdraw funds from an HSA Chapter account, after such expenditures have been approved by the HSA General Membership. The Treasurer shall present the HSA Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

**CHIEF STEWARD [1]** - The Chief Steward shall chair the Stewards Council, track and assign all grievances, serve as a resource for shop stewards in carrying out their duties at the worksite, and oversee ongoing training of all stewards.

#### **GROUP B:**

**COPE COORDINATOR [1]** - The COPE Coordinator shall be responsible for providing political information and education to the members of the Chapter. S/he shall assist and coordinate with turn-out, COPE cards, and other duties related to political activities of the Chapter and Local Union. The coordinator will also be one of the Chapter representatives to the San Francisco County COPE Committee. All HSA Chapter members may attend San Francisco County COPE Committee meetings.

**WORKSITE GROUP CAPTAINS [5]** - Per the HSA Chapter Bylaws, one shall be elected for each Worksite Group. The Chapter Worksite Groups are defined to include the following five (5) groups of worksites:

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>	<u>Group E</u>
170 Otis Street	1650 Mission Street	1235 Mission Street 1360 Mission Street 601 Van Ness	1440 Harrison Street	3120 Mission Street

HSA Chapter Worksite Group Captains shall attend meetings of the HSA Chapter Executive Committee to bring their worksite issues to the attention of the other HSA Chapter officers. With the approval of the HSA Executive Committee, they will organize worksite meetings at least quarterly so that members at the worksite have the opportunity to identify and discuss problems. They will pass communications from the HSA Chapter and the Local to the members at the worksites, and maintain lists of members and fee payers and work to bring fee payers into the Local as full members.

**CLASSIFICATION REPRESENTATIVES [6]** - Per the HSA Chapter Bylaws, one shall be elected for each classification with more than 100 represented members. Currently there is one (1) classification with more than 100 represented members: 2905 and one (1) At-Large Classification Representative to represent all other HSA classes.

The Classification representatives shall be stewards who are to be responsible for managing grievances and negotiating classification-specific issues with Administration under the direction of the Chief Shop Steward. They sit on the HSA Chapter Executive Committee and consult on policy matters related to the represented classifications.