

**SF Museums Civil Service
Chapter Officer Election, 2023
Position Descriptions**

(1) President: The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership. The President shall be an ex-officio member of all committees. The President shall be one of four (4) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership.

(2) Vice Presidents: The Vice Presidents shall act as President in the absence of the President. In the event that the President position is temporarily vacated the President will appoint one of the two Vice Presidents to fill the President position. In the event that the President position is permanently vacated the chapter executive board will vote to elect the President from the two Vice Presidents. Each Vice President shall be one of four (4) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership.

(3) Secretary: The Secretary shall keep a correct record of the proceedings of all Executive Board and 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.

(4) Treasurer: The Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described in Article 4, Subsection (7). The Treasurer shall be one of four (4) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership. The Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

(5) Chief Stewards: The Chief Stewards shall serve as a resource for shop stewards in carrying out their duties at the worksite.

(6) COPE Coordinator and County COPE Committee: 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 the chapter representative to the Local 1021 County COPE Committee. Additional members may attend County COPE Committee meetings.