

Duties of Officers that are outlined in your **Local unit rules are in bold**. Followed by brief descriptions of the roles.

- 1. The chairperson shall preside at all meetings of the unit and be an ex officio member, with vote, of all committees, except the Nominating Committee.**

Works in partnership with your WSNA nurse rep to represent local unit at WSNA meetings and leads the local unit. Is kept informed by WSNA nurse rep and becomes knowledgeable about issues impacting the entire local unit. Able to lead, direct and delegate to the other local unit officers and members in creating and maintaining an active voice in contract negotiations, contract enforcement and workplace/client advocacy. Involved in setting agendas for and chairing local unit meetings and executive committee meetings. Serves on Executive Conference Committee. Leads and delegates active participation with all site reps.

- 2. The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson, and shall perform other duties as may be assigned.**

Assists the Chair in his/her role and may lead special projects. Leads meetings in the absence of the Chair. Actively engages with all site reps.

- 3. The positions of secretary/treasurer is combined and held by one person**

Receives and retains the financial records for the local unit, assists in developing a budget for membership activities and processes local unit fund vouchers. Provides a brief financial report at officer meetings. Helps to communicate with the local unit by coordinating newsletter articles, taking notes at meetings and distributes/posts communications in the WSNA bulletin board.

- 4. The grievance officer shall be the liaison between the unit and WSNA to advise and assist WSNA in the Association's dealings with the Employer concerning grievances.**

Works in collaboration with your WSNA nurse rep regarding grievance issues, assists in completion of grievance forms, attends investigatory and grievance meetings, assists nurses in clarification of issues and presentation of concerns to management. Maintains accurate files and may collect information for WSNA regarding grievances

*For additional information about officer roles and responsibilities, please see your local unit rules on the WSNA website: **(Insert link)** <https://cdn.wsna.org/assets/local-unit-assets/ocean-beach-hospital/rules.pdf>*

For questions, please call WSNA Nurse Representative Mara Kieval, BSN, RN at (206) 575-7979, ext. 3051 or email mkieval@wsna.org

(OVER)