

# WARLCA Elected Officers' and Appointed Positions' Obligations, Duties & Responsibilities

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# Elected Officers' and Appointed Positions' Obligations, Duties & Responsibilities

Please refer to the following listings for obligations, duties and responsibilities of the elected officers and appointed positions of the Washington Rural Letter Carriers' Association (WARLCA) as compiled from the current WARLCA State Constitution, from current WARLCA Board Policy, and from the current NRLCA State Officers' Resource Manual.

**Please contact your WARLCA Board with any questions.**

*From the WARLCA State Constitution: (applicable to all elected officers, appointed positions and members in good standing)*

## **ARTICLE II Purpose**

The Association is established upon the long-recognized need of Rural Letter Carriers to organize and create a united force, advance the interests of all members, ensure job security, enhance opportunities and assure our full share in the success of the United States Postal Service to which we contribute so substantially.

The Association shall seek, with all of the resources at its command, to assist its members in the realization of their highest aspirations as workers and as citizens. Such aspirations are our right and shall be protected against all threats.

The Association is dedicated to the discharge of its responsibilities and the achievement of its objectives in accordance with the democratic principles embodied in this Constitution.

The object of the Association shall be to improve conditions of labor with the United States Postal Service, advance the methods used by Rural Letter Carriers and promote fraternal spirit among its members.

This Association shall not affiliate or merge with any other organization or group without a majority vote of the delegates at a National Convention

## **ARTICLE III Members**

### **Section 1. Member in Good Standing.**

A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

### **Section 2. Classifications**

... Bargaining Unit Members in good standing are entitled to all voting rights and to hold both elective and appointive office at all levels of the Association.

... Retired Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements. Retired Members may not be elected to National office.

### **Section 9. Standards of Conduct for the Association and its Members.**

- A. Maintain democratic procedures and practices;
- B. Ensure members' rights to participation in the affairs of the Association through periodic elections, fair and equal treatment under the governing rules and due process in any disciplinary proceedings;
- C. Prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin or disability, or on the basis of marital, economic, social or political status;
- D. Maintain the fiscal integrity of the Association;
- E. Prohibit business or financial interests on the part of its officers and agents which conflict with their duty to the Association.

*From the WARLCA State Constitution: (applicable to all elected officers and appointed positions)*

## **ARTICLE V Officers and Appointees**

### **Section 1. Officers.**

A. The officers of the WARLCA shall consist of President, Vice President, Secretary-Treasurer, and four (4) Region Committeepersons who shall be elected at the State Convention and serve two (2) years, or until their successors are elected and installed. Proviso: The election of the Vice President at the 2018 State Convention be for a one year term, and thereafter the term of the Vice President shall be a two year term, beginning with the election at the 2019 State Convention.

B. There shall be an Executive Committee consisting of the four (4) Region Committeepersons.

C. The term of the officers of the WARLCA shall be from the time of installation to the installation of their successors.

D. Any officer of the WARLCA who shall be separated from the rural service through no fault of his/her own, as determined by the Board, shall hold office until the next State Convention of the WARLCA.

### **Section 7. Association Property.**

At the expiration of their term of office, or upon an earlier termination thereof, they shall turn over to the WARLCA or their successors, all books, papers, and other property they may have in their possession belonging to the WARLCA.

## **ARTICLE VI Meetings**

**Section 4. State Officers.** Each elected officer shall be entitled to a vote on every question before the State Convention.

**Section 7. Special Meetings. B.** Informational and/or training meetings may be authorized by the Board.

## **ARTICLE VIII State Board**

**Section 1. Members.** There shall be a Board of Control (herein referred to as the Board) consisting of President, Vice President, Secretary-Treasurer, and four (4) Region Committeepersons.

**Section 2. Duties.** The WARLCA will operate on a budget each year.

**Section 3. Meetings.** This Board shall meet upon the call of the President or by a majority vote of the Board to the Secretary when matters of importance arise that need immediate attention during the interim between meetings of the WARLCA.

**Section 4: Record of Votes.** A record of each WARLCA Board member's vote on board decisions at board meetings and via e-mail will be kept on file and published in the WRC, except for those made during executive sessions.

*From NRLCA State Officers' Resource Manual: (applicable to all elected officers and appointed positions)*

## **STATEMENT OF PURPOSE**

This training manual has been developed to enable State Officers to better represent the membership. The information enclosed encompasses the basic operating procedures/guidelines necessary to assist any State Officer with the duties and obligations of the position to which he/she has been elected or appointed.

The Secretary/Treasurer or the person or committee responsible for accepting nominations for State Officer/Delegate positions will provide each candidate with a copy of the Duties and Responsibilities for the position they are seeking.

## **INTRODUCTION**

In 1997 the State Officers' Resource Committee reviewed the responses obtained through a questionnaire in a 1997 Officers' Bulletin and **defined the obligations, duties, and responsibilities of each of the following offices:**

State Board President Vice-President Secretary/Treasurer Executive Committee Editor Historian Parliamentarian Chaplain  
Political Action Committee (PAC) Chair Legislative Director Congressional District Contact Liaison RCBP Representative  
Provident Guild Retired Representative State Delegate National Delegate Delegate-At-Large

**The intent of this manual is to define the obligations, duties and responsibilities of each elected/appointed position/office and to allow prospective candidates for these positions/offices to see what knowledge they must possess or what training is needed to do a quality job.** Upon implementation of the National Steward System in 2012 the manual was reviewed and revised with pertinent changes.

# Elected Officers – President

## From the WARLCA State Constitution:

The President shall preside at all meetings of the WARLCA and of the Board and enforce all laws thereof. He/She shall sign all papers and documents that require his/her signature to properly authenticate them.

His/Her decisions upon all questions of law shall be final during the recess of the WARLCA. He/She shall report all such decisions to the WARLCA at its State Convention for approval or rejection. Such decisions, when approved or revised by the WARLCA, shall have all the effect and force of the general laws of the WARLCA.

At the close of each State Convention, he/she shall, in conjunction with the Board, appoint the Editor of the Washington Rural Carrier, Provident Guild Director, Political Action Committee Director, and Webmaster, and have the authority to fill any vacancies therein during the recess.

He/She shall fill all vacancies pro tem caused in any way in the Board of the WARLCA subject to the approval of the remaining members of the Board.

He/She shall have power to grant charters and, in conjunction with the Secretary, issue them during the interim between State Conventions of the WARLCA. He/She shall perform other duties as the Constitution requires.

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary.

Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

On the first day of the State Convention, the President will ask the elected convention delegates to decide by voting if they want to hear resolutions and proposed Constitution changes from the floor during new business.

Previous to the first day of each State Convention, the President shall appoint from the list of regularly elected delegates, then in the hands of the Secretary-Treasurer, the following committees: Credentials, Tellers, Constitution, Resolutions, Finances, Auditing, Mileage and Per Diem, WASHINGTON RURAL CARRIER, Media, Minutes, Hospitality, and Sergeant At Arms. He/She shall be responsible that a Nominating Committee be appointed according to Article V, Section 3.D of the Constitution of the WARLCA.

Special sessions may be called by the President upon written request of one-half of the County Units in good standing.

Within 10 days of receipt of the appeal, the State President shall notify all members of the State Board and the assigned Executive Committeeman and shall request that the Charging Party provide a letter outlining the specific charges and any relief sought.

Upon receipt of the letter of specificity, the State President shall forward a copy to the Charged Party for response.

## From the WARLCA Board Policy:

The State President/designee must give prior approval and all board members must be notified for ADOP except for upcoming board meetings and scheduled orientations.

The President or designee will review the vouchers and authorize the secretary/treasurer to pay them by Wednesday at 9 PM.

The President, Vice President, and Region Committeepersons will review all bills and vouchers at each board meeting.

The Board will review and the President (or his/her designee) will sign all contracts relating to State Convention.

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

Board Members are expected to write articles for issues of the WRC.

The President will request articles for each issue of the WRC from both the Portland and Seattle District Representatives 30 days in advance of established deadlines.

The President or designee will write a Western States Conference article for E mail distribution and for the WRC.

The President in conjunction with the board shall make recommendations for appointments to any special USPS committees.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

The President will make all WARLCA Bank Account Statements available at board meetings.

The WARLCA President will conduct all executive sessions

From the NRLCA State Officers' Resource Manual:

"The President or the head of an organization, whatever the title may be, usually has three roles: Leader, Administrator, and Presiding Officer. Each role calls for different abilities. The President and the Elected Secretary are recognized by the law as the legal representatives of the organization."<sup>1</sup> In the National Rural Letter Carriers' Association, contractual issues and labor relations are the responsibilities of the National Steward System. The President is responsible for compliance with the laws of the Department of Labor, Internal Revenue Service, and Civil Law.

<sup>1</sup> "The Standard Code of Parliamentary Procedure", Revised, by Alice Sturgis page 153

### **Obligations**

1. Duty of Fair Representation (DFR) - Refer all labor relations questions to the appropriate certified representative/steward
2. Compliance with the Department of Labor
3. Compliance with the IRS (per diem / mileage / regulations)
4. Federal/State taxes
5. Liability Protection (Bonding / Insurance / Logo / Copyright)
6. Enforce Constitution (National / State / Local units)
7. Attend required meetings (Presidents'/VP'S Legislative Seminar - Washington, DC in May / National Convention - State flag rehearsal and opening ceremony / USPS/NRLCA mandated trainings / Meeting as assigned by State Association / Ratification)
8. Comply with NRLCA Board policies (Resolutions / Carrier Alert Program / American Highway Users' Alliance / No endorsement of services / No "sweetheart deals" / Insure all official correspondence sent to the National Office is conducted on official State letterhead)
9. Be knowledgeable of legal procedures (Elections / Union Meetings)
10. Keep the Vice-President advised of all current issues, complaints, contract with any hotels, concerns, etc.
11. Advise the Vice-President of all information needed to do the job of President
12. Transfer all files, records and union property to successor in a timely fashion

### **Duties & Responsibilities**

1. Working knowledge of "Robert's Rules of Order Newly Revised"
2. Prepare and preside at Association meetings (Set the agenda • State Convention • Board Meetings • Booster Meetings • Special Meetings / Notify NRLCA President well in advance of state convention and booster meetings • Date(s) • Time • Place • Agenda / Assign host / hostess for guests • National Officers • Postal Officials / Extend formal invitation to postal speakers (Through appropriate official) and send formal thank you letter • Postal • National Officers • NRLCA Staff)
3. Administrator (Makes all decisions of law when the board is not in session / Reports all decisions to the governing body for its approval or rejection)
4. Make appointments and fill vacancies as dictated by Constitution - Supply appointee with position requirements for that office from the Training Manual
5. Submit reports (Annually / As required by the State Board and Constitution)
6. Monitor / Authorize expenditures
7. Sign legal documents
8. Exercise supervision over the organization including all employees and all activities (Public/Media relations / Coordinate with the NRLCA Director of Governmental Affairs / Establish local media contacts / Spokesperson for the organization)
9. Keep Officers, board and membership advised (issues, policies, guidelines, information, etc.)
10. Comply with Constitution policies for this position
11. Assign custodianship of State Association property
12. Training Responsibilities: Annually mandated Officers Resource Manual / Other training as needed - such as elected and appointed State and Local Officers
13. Suggest having the following equipment: Dedicated telephone line, Answering Machine, Voice mail, Computer, Copier/Fax machine, Paper shredder
14. Write an article for each issue of the state newsletter and supply accurate and pertinent information to the membership
15. Promote membership - State Board Officers may attend Orientation for the purpose of recruiting membership
16. Although it is recognized that it would be helpful for all State Officers to have a working knowledge of the EL-902, PO 603, and Postal Manuals; they are reminded to refer all labor relations and contractual questions to the appropriate certified representative / steward

# Elected Officers – Vice President

## From the WARLCA State Constitution:

The Vice President shall preside in the absence of the President, and in the case of death, resignation, disqualification, refusal, or neglect of the President to discharge the duties of his/her office, the Vice President shall become the President and serve until such time as his/her successor shall be duly elected and installed.

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary. Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

## From the WARLCA Board Policy:

The President, Vice President, and Region Committeepersons will review all bills and vouchers at each board meeting.

The Vice President or board designee will be responsible for a short Member of the Year article for the WRC as well as sending in a picture to the National Media Committee. The Vice President or board designee will also be responsible to send a picture and article to the Member of the Year's local newspaper, with the member of the year's permission.

The Vice President or board designee will write all non-selected nominees to inform and congratulate them of their nomination.

The Vice President will be responsible for developing 'Convention Standing Rules' that will first be reviewed by the Board for approval and then published in the spring issue of the WRC.

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

Board Members are expected to write articles for issues of the WRC.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

The WARLCA President will conduct all executive sessions. In the absence of the President, the Vice President will conduct the session.

## From the NRLCA State Officers' Resource Manual:

The Vice President must be familiar with the obligations, duties, and responsibilities of the President and assume the position of President if it becomes necessary.

### **Obligations**

1. Duty of Fair Representation (DFR) - Refer all labor relations questions to the appropriate certified representative/steward
2. Compliance with the Department of Labor
3. Compliance with the IRS (per diem / mileage / regulations)
4. Federal/State Taxes
5. Liability protection (Bonding / Insurance / Logo / Copyright)
6. Enforce Constitution (National / State / Local Unit and/or District Unit)
7. Serve in the absence of the President
8. Attend required meetings (Presidents' / VP's Legislative Seminar - Washington, DC in May / USPS/NRLCA Mandated trainings / Meetings as assigned by State Association / Ratification)
9. Comply with NRLCA Board policies (Resolutions / Carrier Alert Program / American Highway Users' Alliance / No endorsement of services / No "sweetheart deals")
10. Be knowledgeable of legal procedures (Elections / Union Meetings)
11. Transfer all files, records and union property to successor in a timely fashion

### **Duties and Responsibilities**

1. Working knowledge of "Robert's Rule of Order Newly Revised"
2. Perform other duties as assigned by the President, Constitution and/or board policy
3. Prepare to assume the responsibilities of the presidency
4. Submit reports (Annually - As required by State Board/ Constitution)
5. Comply with Constitution/ Board policies for this office
6. Write an article for each issue of the state newsletter and supply accurate and pertinent information to the membership
7. Promote membership - State Board Officers may attend Orientation for the purpose of recruiting membership
8. Although it is recognized that it would be helpful for all State Officers to have a working knowledge of the EL-902, PO 603, and Postal Manuals; they are reminded to refer all labor relations and contractual questions to the appropriate certified representative / steward

## Elected Officers – Secretary-Treasurer

### From the WARLCA State Constitution:

The Washington Rural Letter Carriers' Association (WARLCA), by its Secretary-Treasurer, maintains custody and control of the State Association name as well as any State Association logo or symbol. Unauthorized use of the State Association name, logo, or symbol shall be addressed by the filing of an internal union charge or legal action or both.

The Secretary-Treasurer shall keep a correct record of the proceedings of the WARLCA, and read or cause to be read, all communications, reports, etc. He/She shall affix the seal of the WARLCA to all official documents. He/She shall prepare for publication in the WASHINGTON RURAL CARRIER, an overview of the speakers at the WARLCA State Convention or special meetings and a correct record of the business session of the WARLCA State Convention or special meetings, not later than one (1) month after the close of each State Convention or special meeting, and shall also present on the first day of the State Convention a complete statement of the condition of the WARLCA, including a statement of the membership of same.

He/She shall conduct the correspondence of the WARLCA, keep a record, and submit same when demanded by the Board.

He/She shall have charge of the seal, books, papers, and documents belonging to the WARLCA; shall deliver to the WARLCA, or his/her successor, all property of the WARLCA at the expiration of his/her term of office, or upon an earlier termination thereof; he/she shall be given an itemized receipt for all property delivered by the party or parties receiving same.

He/She shall keep a true and correct account between the WARLCA and the County Units.

He/She shall perform all the duties of the Treasurer as are required by this office.

He/She shall receive all monies due the WARLCA and shall deposit all monies in a convenient depository; such deposits to be made in the name of the "Washington Rural Letter Carriers' Association" and any interest thereon shall be credited to the funds of the WARLCA.

The Secretary-Treasurer will issue checks in payment of all properly itemized invoices, statements, vouchers, authorized payroll payments, and for other obligations of the WARLCA as directed by the State Board. He/She will have the President, Vice President, and all Region Committeepersons review the payments and supporting documents on a quarterly basis.

The Secretary-Treasurer may at each State Convention employ a stenographer to take down the proceedings as directed by the State Board, and the cost shall be paid out of the treasury of the WARLCA.

He/She shall render a report to the WARLCA at its State Convention or to the President and Board when they may request it, showing in detail the receipts and expenditures of the WARLCA's funds as shown by his/her books.

After the close of each State Convention, the Secretary shall send the appropriate resolutions to the National Secretary -Treasurer, keeping a copy on file.

Upon receipt of the nominations for the position of Delegate to the National Convention, he/she will have prepared a ballot listing the nominees for the position of Delegate to the National Convention, and the ballot shall be mailed to all members at least twenty (20) days prior to the opening of the State Convention. He/She will fulfill all duties concerning delegates to National Convention in accordance with Article VII (National Convention Delegates) of the Constitution of the WARLCA.

He/She will notify all members, at least fifteen (15) days prior to the opening of the State Convention, of the time and place, the nominating and election procedures, and the offices to be filled. This notice may be included with the National Delegate ballot mailed to each member.

He/She will retain for one (1) year in a safe location all ballots used at the State Convention. These ballots should be placed in envelopes marked to indicate for which election they were used.

The Secretary shall have the Constitution printed in the Convention issue of the WASHINGTON RURAL CARRIER, which will be mailed to all members.

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary.

Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

The State Secretary-Treasurer will pay the County Unit Officers upon receipt of the meeting minutes and sign-in sheet.

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary.

Reimbursement of said expenses shall be made by the Secretary-Treasurer upon receipt of a voucher and supporting documents.

Nominations must be received in the designated post office box at least 40 days prior to the opening of the state convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

The State Secretary shall prepare a ballot listing the candidates for National Delegate.

The State Secretary shall cause the ballot to be mailed to eligible members at least 20 days prior to the opening of the state convention. In addition, the State Secretary/Designee shall arrange for the rental of a post office box for the receipt of the ballots and another for the return of undeliverable ballots.

The State Secretary shall prepare and send credentials to the National Secretary-Treasurer for the Delegate-at-Large, regular delegates and an appropriate number of alternates immediately following the state convention.

*From the WARLCA Board Policy:*

State Secretary-Treasurer to send monthly printouts of ADOP usage for association work and LWOP usage for lost sick leave and annual with each financial statement sent to the board.

Secretary-Treasurer to review all bills before paying.

The WARLCA Secretary-Treasurer's office will make available to any candidate or candidate's campaign, self-adhesive, pre-printed address labels of all WARLCA State Officers and County Officers for any campaign announcement or mailing desired.

The Secretary-Treasurer will reimburse expenses incurred for obtaining money orders and postage when mailing PAC donation funds.

The Secretary-Treasurer will send Member of the Year forms to all county presidents and/or secretaries once a year.

Concerning Delegates to National Convention: Secretary-Treasurer to ask at State Convention for those regular delegates who were on the ballot to sign a form indicating their intention of going or not going to National Convention. Secretary-Treasurer will contact those regular delegates not in attendance at the convention to sign a form indicating their intention of going or not going to National Convention.

The State Secretary-Treasurer will be responsible to have financial closure for the State Convention at the close of that WARLCA year or within 20 days of end of state convention, unless extended by consensus by the board.

All expenses generated for State Convention need to be vouchered through the State Secretary-Treasurer/Treasurer with itemized receipts within 30 days of when the expense was incurred and have prior board approval.

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

Board Members are expected to write articles for issues of the WRC.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

An overview of board minutes and a condensed financial statement will be provided by the Secretary-Treasurer for the WRC.

The Secretary-Treasurer will provide board minutes and task reports to the board after each meeting and also a board meeting overview for the WRC.

The Secretary-Treasurer is to keep on file a listing of all WARLCA equipment.

*From the NRLCA State Officers' Resource Manual:*

"Along with the President, the elected Secretary is recognized by the law as the legal representative of the organization. The Secretary has extensive duties that include serving as the chief recording and corresponding officer and custodian of the records of the organization. The Treasurer is responsible for the collection, safekeeping, and the expenditure of all funds of the organization and for keeping an accurate financial record. The Secretary and or Treasurer work(s) under the direction of the President."<sup>4</sup> In the National Rural Letter Carriers' Association, contractual issues and labor relations are the responsibilities of the National Steward System. Along with the President, the Secretary is responsible for compliance with the laws of the Department of Labor, Internal Revenue Service, and Civil Law.

<sup>4</sup> *The Standard Code of Parliamentary Procedure*, Revised, by Alice Sturgis pages 157-159

Each State Association should provide the necessary computers, software and equipment for the Secretary/Treasurers to perform the work associated with the position. Personal computers should not be used for official union business.

### **Obligations**

1. Duty of Fair Representation (DFR) (Refer all labor relations questions to the appropriate certified representative / steward)
2. Compliance with the Department of Labor (Timely completion of LM forms / Comply with all election laws)
3. Compliance with the IRS (per diem / mileage / regulations)
4. Federal / State taxes (Timely completion of Federal Tax Forms - 990, 941, 1099, W2's, INS, etc. & State Tax Forms)
5. Liability Protection (Bonding / Insurance / Logo / Copyright)
6. Enforce Constitution (National / State / Local units and/or district units)
7. Attend required meetings (National Secretary/Treasurers' Conference / Area Conferences as mandated by the National Office / Meeting as assigned by State Association / Ratification)
8. Record approved minutes of official meeting(s) of the organization
9. Preserve all records, reports and minutes of the organization
10. Prepare and send all required notices of meetings
11. Comply with NRLCA Board policies (Resolutions / Carrier Alert Program / American Highway Users' Alliance / No endorsement of services / No "sweetheart deals")
12. Be knowledgeable of legal procedures (Elections / Union Meetings)
13. Transfer all files, records and union property to successor in a timely fashion

### **Duties & Responsibilities**

1. Assist the President in preparing a detailed agenda for official meetings
2. Prepare for meetings (State Convention • Ballots • Annual reports • Financial reports / Board meetings • Membership report • Financial report • Correspondence / Booster meetings / National Convention • Annual Reports • Constitution • Resolutions • Delegate credentials / Ratification)
3. Submit reports (Annually / As required by the Executive Board / Notify National office of any changes in State level positions, as they occur)
4. Keep Officers, Board and members advised - (Issues, policies, guidelines, information, etc.) / State Officers benefit package (i.e. 401K/ insurance plans, etc.)
5. Correspondence (Affix official seal where appropriate / Signature where appropriate)
6. Membership (Maintain an updated database of members/non-members / Collect dues / Promote membership - State Board Officers may attend Orientation for the purpose of recruiting membership / Record death of members)
7. Financial (Collection / Safekeeping / Expenditure / Accurate record keeping)
8. File and store all permanent records and supplies
9. Prepare and conduct training for all local unit Secretaries/Officers
10. Apprise the board of financial status
11. Inventory of State Association property (Current Officers' inventory / Account for sold or disposed property)
12. Apprise the board of the membership status
13. Assignments as required by the President
14. Comply with Constitution/Board policies for this office
15. Suggest having the following equipment: Dedicated telephone line • Answering machine • Voice mail • Computer • Copier/Fax machine • Paper shredder • Fireproof safe/box/safety deposit box for important documents • DSL/Cable/Satellite High Speed Internet access • Email
16. Write an article for each issue of the state newsletter and supply accurate and pertinent information to the membership
17. Requirements for full time union official
18. Send membership report with EIN numbers to PAC Chairman as needed
19. Although it is recognized that it would be helpful for all State Officers to have a working knowledge of the EL-902, PO 603, and Postal Manuals; they are reminded to refer all labor relations and contractual questions to the appropriate certified representative / steward

# Elected Officers – Region Committeeperson

## From the WARLCA State Constitution:

There shall be an Executive Committee consisting of the four (4) Region Committeepersons.

The Executive Committee, or a majority of them, shall act as Trustees of the WARLCA, and in conjunction with the President, have general supervision and control of the WARLCA.

It shall be the duty of the Executive Committee members to aid in keeping carriers in their particular Regions interested in WARLCA work and in keeping up the membership of their Regions. They shall perform such other duties as the WARLCA may, from time to time, direct.

It shall be the duty of the Executive Committee members to search out future Convention sites in their Region and to work with the board on establishing a Convention site contract for said Convention. They are also to enlist Convention committee members to help assist them in holding the Convention in the appropriate Convention year for their Region.

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary. Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

## From the WARLCA Board Policy:

The President, Vice President, and Region Committeepersons will review all bills and vouchers at each board meeting.

Region Committeepersons (or their State-level designee) must attend each annual county meeting in their Region.

Region Committeepersons, or their designee, are to send to the Board members an E-mail overview of the county meetings they attend within 7 days following the meeting.

The Region Committeeperson, or designee, when attending county unit meetings will report out, collect, and send to the PAC chair the total amount collected for PAC. If the Region Committeeperson is not in attendance at a county unit meeting they are required to contact a county unit board member for the total of PAC funds collected and the name of person responsible for sending it to the PAC chair, and then notify board and PAC chair.

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

Board Members are expected to write articles for issues of the WRC.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

## From the NRLCA State Officers' Resource Manual:

The Executive Committee shall act as trustees of the Association. They are charged along with the other elected Officers to provide oversight of the Association. Your State Constitution may require additional duties.

### **Obligations**

1. Duty of Fair Representation (DFR) (Refer all labor relations questions to the appropriate certified representative / steward)
2. Compliance with the Department of Labor
3. Compliance with the IRS (per diem / mileage / regulations)
4. Comply with Federal / State / Local laws
5. Enforce Constitution (National / State / Local units)
6. Attend required meetings (USPS/NRLCA Mandated trainings / Meetings as assigned by State Association / Ratification)
7. Comply with written Board policies
8. Comply with NRLCA Board policies (Resolutions / Carrier Alert Program / American Highway Users' Alliance / No endorsement of services / No "sweetheart deals")
9. Be knowledgeable of legal procedures (Elections / Union Meetings)
10. Transfer all files, records and union property to successor in a timely fashion

### **Duties and Responsibilities**

1. Assignments as required by President
2. Comply with Constitution / Board policies for this office
3. Submit reports (Annually / As required by State Board)
4. Write an article for each issue of the state newsletter and supply accurate and pertinent information to the membership
5. Promote membership - State Board Officers may attend Orientation for the purpose of recruiting membership
6. Although it is recognized that it would be helpful for all State Officers to have a working knowledge of the EL-902, PO 603, and Postal Manuals; they are reminded to refer all labor relations and contractual questions to the appropriate certified representative / steward

## Appointed Positions – Editor

### From the WARLCA State Constitution:

The Editor shall publish issues of the WASHINGTON RURAL CARRIER as instructed by the State Board.

The Editor shall mail each issue of the WASHINGTON RURAL CARRIER to all members of the WARLCA and will be reimbursed for all expenses incurred in publication and mailing.

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary.

Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

### From the WARLCA Board Policy:

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

The Editor is to remind each board member two (2) weeks prior to article deadline. The Editor will notify the President of any articles received after the deadline and the President will decide on action taken.

If the Editor needs to edit the content and/or headline of a submitted article, he/she will contact the author and cc the President before editing.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

### From the NRLCA State Officers' Resource Manual:

Time Commitment: Time will vary depending on the size of your State, time of year, issues you are faced with at any given time, etc.

#### **Obligations and Duties may consist of:**

Publish State's newsletter in a timely manner

Attend State Editors' Association (SEA) meeting at the National Convention

Comply with NRLCA Editor's Standard Operating Procedures (SOP)

Check for accuracy of all articles, as per board policy

Submit to DR or their Designee for review of Labor Relations issues

Attend meetings (Booster Meetings / State Convention / Area meetings)

Be familiar with and obey copyright laws

Solicit, accept, and write articles

Follow guidelines established by the State board on accepting candidate statements, political ads, delegate statements, subscription rates, other advertising, deadlines, and editing of articles

Establish and adhere to photo policy

Maintain an archive of past newsletter issues

#### **Duties may also include:**

Typing articles / Layout / Cutting and pasting / Proofreading / Take to the printer / Pickup from the printer / Label, sort, and bag / Take to the Post Office and mail / Keep mailing permit(s) updated

Must maintain financial records of official State publication / Obtain copies of PS Form 3602 (Mailing Statement) / Send original copies to State Secretary/Treasurer / Keep a copy for Editor's records / Obtain copies of receipts / Send original copy to State Secretary/Treasurer / Keep a copy for Editor's records

## Appointed Positions – Webmaster

### From the WARLCA State Constitution:

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary. Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

### From the WARLCA Board Policy:

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

Notification of deadline for campaign articles will be printed in the winter edition of the WRC and on the website.

The WRC will be posted on the WARLCA website once it is mailed.

At the first full Board meeting all meeting dates for the year will be established and published in the Minutes, WRC and WARLCA website.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

## Appointed Positions – PAC Chair / Legislative Director / RCBP Health Insurance Director / Provident Guild Representative / Historian

### From the WARLCA State Constitution:

At each State Convention, a report in writing must be rendered by each State Officer and the report then placed on file by the State Secretary. Each State Officer and Appointed Officer will submit a proposed budget for the operating expenses of their office for the coming fiscal year to the Board for approval.

### From the WARLCA Board Policy:

All Elected State Officers and Appointed State Officers will submit a written annual report or combined report (in MS Word) to the State Secretary-Treasurer 21 days prior to State Convention.

Each Appointed and Elected Officer shall sign a Written Conflict of Interest, and a Confidentiality Statement, WARLCA Equipment Preservation Policy, In Case of Emergency (ICE), Retention Policy, as well as the Social Media policy.

***Please see below for additional Obligation/Duties for each specific appointed position listed above from the NRLCA State Officers' Resource Manual:***

## Appointed Positions – PAC Chair

### From the NRLCA State Officers' Resource Manual:

#### **Obligations/Duties may consist of:**

Consult NRLCA PAC Handbook

Consult with State Board and appoint assistants as appropriate

Education (Purpose of PAC / Issues important to rural carriers / Hatch Act)

Fundraising (Collect funds / Give receipts for all contributions / Give pins to donors / Mail receipts and checks (purchase Money Orders for cash receipts) to NRLCA PAC for recording / Amounts may be withheld from retirees' checking accounts (electronic funds transfer, EFT) / Amounts may be withheld from regular/PTF/relief payroll checks and checking accounts)

Keep records / have reports ready when called upon (At all state meetings / To the state board when requested / Request Member report with EIN number from State Secretary)

Attend required meetings (State / Area / District / Local Unit)

Attend PAC Chairman's meeting at the National Convention

Contact National PAC Co-Chairs for assistance

PAC Chairs are responsible for distributing all pins as receipts are issued. A contributor is eligible to receive a pin each time he or she achieves a new level.

## Appointed Positions – Legislative Director

*From the NRLCA State Officers' Resource Manual:*

### **Obligations/Duties may consist of:**

Keep members informed on legislative issues (Provide information for communicating with elected officials / Postal addresses, telephone numbers and E-mail addresses / Washington, DC / Local office(s) / Specifics on "hot issues")

Provide information to members by attending meetings and writing articles for State newsletter

Coordinate with NRLCA Director of Governmental Affairs

Coordinate with Congressional District Contact Person(s) within the State (A Union member who is the State coordinator or Contact designated rural carrier in each rural delivery office in their area / Letters and/or phone calls on pending legislation -or- A Union member who is assigned to a particular Congressional District / Contact designated rural carrier in each rural delivery office in their area / Letters and/or phone calls on pending legislation)

## Appointed Positions – RCBP Health Insurance Director

*From the NRLCA State Officers' Resource Manual:*

### **Obligations/Duties may consist of:**

Advise NRLCA Health Benefit Director of name, address, telephone number of resource person when appointed

Compile file/folder of Health Benefit Plan articles from NRLCA magazine

Work closely with NRLCA Health Benefit Director

Attend State meetings

Information packet will be received from NRLCA Health Benefit Director for dissemination

Inform new regular rural carriers of available plans (Rural Letter Carrier Benefit Plan / Customer Service / Claims Inquiry)

NRLCA Sponsored Supplemental Plans (Life Insurance Plan / Disability Plan / Dental/Vision Plan)

## Appointed Positions – Provident Guild Representative

From the NRLCA State Officers' Resource Manual:

### **Obligations/Duties may consist of:**

- Attend annual meeting at National Convention
- Promote and explain Provident Guild to the membership Note: Cash Death Benefit
- Submit article/ad to State newsletter
- Recruit Provident Guild membership
- Keep needed forms readily available
- Use printout to follow up with delinquent members
- Assist families in claiming death benefits
- Other duties as assigned by the President

## Appointed Positions – Historian

From the NRLCA State Officers' Resource Manual:

### **Obligations/Duties may consist of:**

- Work with Secretary to maintain the archives and preserve historical documents (National / State / Local Unit)
- Collect and preserve interesting articles/stories about rural carriers and rural delivery (Interview carriers, retirees and family members / Encourage Local units to collect interesting/historical data)
- Save a copy of each issue of your State newsletter
- Promote public relations (Milestones / Special achievements / Special events / Anniversaries)

From the NRLCA State Officers' Resource Manual:

## OBLIGATIONS, DUTIES AND RESPONSIBILITIES DEFINED

**Obligations:** *Mandatory, required and binding in law and/or conscience obligating oneself to a course of action, as a promise or vow.*

**Duties:** *Tasks, conduct, service, or function that arises from one's position (as in a group).*

**Responsibilities:** *To answer for one's conduct, accountability, reliability, or trustworthiness.*

# County Delegate to State Convention - Elected at County Unit Annual meeting

*From the WARLCA State Constitution:*

## **ARTICLE VI Meetings**

### **Section 2. Delegates.**

A. Each County Unit shall be entitled to representation in this Association by one Delegate-at-Large. Each County Unit is also entitled to one delegate for each (5) members or major fraction thereof of its own members, based on the current membership year. Each credentialed and seated delegate is entitled to one vote.

B. The county credentialed State Paid Delegate to State Convention is responsible for the following:

1. Specific assignments to a committee as notified by the State President.
2. Be in attendance at all business sessions of the State Convention beginning with the opening session and not leaving until the Convention has been adjourned.

C. The county credentialed State Paid Delegate-at-Large is responsible for the following:

1. Specific assignment to a committee as notified by the State President.
2. Be in attendance at all business sessions of the State Convention beginning with the opening session and not leaving until the Convention has been adjourned.
3. Receiving the ballots and Voting Cards for his/her delegation and for returning them at the conclusion of each business session.
4. Verifying his/her county delegates' attendance at the beginning of each business session.
5. Reporting any discrepancies in his/her county delegates' attendance to the State President and Mileage and Per Diem Committee as soon as possible.
6. Submitting an oral report of the State Convention at his/her county meeting during the upcoming year.

D. Each County Unit at their annual meeting shall elect their delegates to the State Convention by ballot in all cases where there is more than one candidate for each delegate position. Delegates will be listed in accordance with the number of votes received. The delegate receiving the most votes will be the Delegate-at-Large. In the event of tie, the position will be determined by random drawing of names then listed in order drawn; except for the Delegate-at-Large position, which would be decided by another ballot.

E. No delegate can be seated from any County Unit without properly signed credentials and current membership dues paid. Each delegate shall be seated with the County Unit that the delegate was elected in.

F. Delegate positions vacant at the time of the State Convention may not be filled by a vote of the delegates present from the subject County Unit or Region or from other County Units or Regions, or delegates at the State Convention.

*From the NRLCA State Officers' Resource Manual:*

Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates

At least 15 days prior to your local meeting, you will be notified of location, date and time

Elected at your local meeting to represent your Local Unit

Local Secretary will hand out credentials to elected delegates and notify State Secretary of the election results

Attend State convention

Check in with Credentials Committee at State convention

Be certified by Credentials Committee

Attend business sessions at state convention

Any duties/responsibilities or any possible compensation may be set by individual states

At the business sessions of the convention, you should participate in the discussion and vote on the issues

May have state committee assignments

Expected to share information with members upon your return from State Convention

Expected to attend caucus meetings

When assigned to and being compensated by the NRLCA employees may serve as a delegate. In this instance the employees must forego any other type of compensation/reimbursement not provided by the NRLCA

# Delegate to National Convention – Ballot elected by eligible WARLCA members

*From the WARLCA State Constitution:*

## **ARTICLE VII National Convention Delegates**

### **Section 1. Eligibility.**

A. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay Bargaining Unit and Retired Members on June 30<sup>th</sup> of the Association year just ended.

B. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates. Such “good standing” status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to ensure attendance at the Convention.

C. A member who accepts or acts at any time in any capacity normally performed by a manager from the end of one Convention to the end of the next Convention shall be ineligible to be nominated or serve as a delegate.

### **Section 3. Election.**

G. Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.

### **Section 4. Compensation of State-Paid National Delegates.**

A. ... Further, all State-paid delegates to the National Convention must attend all business sessions, Western State caucus, and at least one seminar. ... , excepting that attendance to the WSC function shall not be required if participating in the election campaign of a WARLCA member for National Office with notification to the Delegate-at-Large by the candidate.

B. Paid delegates to the National Convention are required to give a report of said Convention at their county meeting before the next year’s State Convention. Paid delegates are to attend all association general sessions at the National Convention with the following permitted exceptions upon the approval of the National Delegate-at-Large:

1. Specific assignments to a committee
2. Required to man a booth
3. Illness

C. The Delegate-at-Large shall be responsible for the following:

1. Polling delegates for their preferences for the seminar they wish to attend, and then ensuring at least one delegate covers each of the sessions.
2. Taking roll of the delegates at the beginning of each general session.
3. Establishing an adequate seating space for the Washington Delegation, including placement and collection of seat back covers and the Washington sign.
4. Reporting to the Board any problems concerning delegates meeting their responsibilities at the convention.
5. Collecting the ballots for his/her delegation and returning the ballots to the National Tellers Committee after his/her National delegates have voted.
6. Submitting a single report to the State Board for publication in the WASHINGTON RURAL CARRIER.

*From the NRLCA State Officers’ Resource Manual: (National Delegate)*

Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates

To be on the ballot, a member must be nominated on the form published in the NRLCA magazine (or photocopy of the ballot) and mailed to the State Secretary with the nominator’s signature

The nominating form must be received by the State Secretary no later than 50 days prior to the opening of the state convention

If elected, the delegate must register with picture ID, in person with the credentials committee at the National Convention

The delegate is expected to attend all business sessions through the close of convention unless excused by the President/Delegate-at-Large

The delegate may have a National Convention committee assignment

The delegate may be assigned to attend a seminar(s)

The delegate is expected to attend caucus meeting

If elected and unable to attend the convention, the delegate must notify the State Secretary immediately so an alternate can be certified

The delegate is expected to share information with membership upon return from National Convention (State newsletter / Meetings)

Other duties and responsibilities or any possible compensation may be set by the individual State Associations

When assigned to and being compensated by the NRLCA employees may serve as a delegate. In this instance the employees must forego any other type of compensation/reimbursement not provided by the NRLCA.

*From the NRLCA State Officers' Resource Manual: (National Delegate-at-Large)*

“Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by a direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.” (Reference: NRLCA Constitution Article VI, Section 2.C.7)

Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegate

To be on the ballot, a member must be nominated on the form published in the NRLCA magazine (or photocopy of the ballot) and mailed to the State Secretary with the nominator's signature

The nominating form must be received by the State Secretary no later than 50 days prior to the opening of the state convention

If elected, the delegate must register with picture ID, in person with the credentials committee at the National Convention

The delegate is expected to attend all business sessions through the close of convention unless excused by the President/Delegate-at-Large

The delegate may have a National Convention Committee assignment

The delegate may be assigned to attend a seminar(s)

The delegate is expected to attend caucus meetings

If elected and unable to attend the convention, the delegate must notify his/her state Secretary immediately so that an Alternate may be certified

The delegate is expected to share information with membership upon return from National Convention (State Newsletter / Meetings)

Other duties and responsibilities or any possible compensation may be set by individual State Associations

Paid by the National Association

Picks up from and casts ballots with the Tellers Committee

Payment shall be mailed after close of Convention

**Please contact your WARLCA Board with any questions.**