

## Academic Professionals of California (APC)

# STATEWIDE OFFICERS: RESPONSIBILITIES & EXPECTATIONS

### DUAL ROLES

Each APC officer fills two roles within the Union. One is a governance role, in which the officer provides leadership to APC through engaging in planning and decision-making. The other is a staff role, in which the officer carries out the work of the Union and the decisions of the APC Council.

### GOVERNANCE ROLE

As a statewide APC leader and member of the Executive Board, each officer participates in developing and recommending to the APC Council programs, policies and procedures necessary for the administration of APC and the pursuit of the Union's goals. It is in this role that officers may influence the direction and decisions of the Union. While each officer brings an invaluable set of personal experiences from her/his own campus to these efforts, officers are expected to adopt and work from a statewide (rather than campus) perspective.

### STAFF ROLE

The APC Council delegates to the President overall responsibility and authority for ensuring that the Council develops annual plans with the first one due by the first Council meeting after the President takes office, and for carrying out the decisions of the Council and the business of the Union. The President, in turn, delegates responsibility and authority for specific areas to other officers. Each officer's experience, skills and interests are taken into account when responsibilities are delegated, and every effort is made to create positive matches. When a conflict arises, however, organizational needs of the Union are afforded a higher priority than personal preferences of officers.

### POSSIBLE STYLISTIC CONFLICTS

When acting on behalf of APC, a collaborative approach always is preferred. However, each officer must be willing to confront others when necessary, including Unit 4 employees and CSU representatives, and to take and assert positions that may at times be personally uncomfortable and/or differ from her/his personal views on a particular issue.

# APC PRESIDENT

## Governance Role

As a statewide APC leader and member of the Executive Board, the President participates in developing and recommending to the APC Council programs, policies and procedures necessary for the administration of APC and the pursuit of the Union's goals. The President serves as primary spokesperson and representative for APC, and presides at meetings of the APC Council and Executive Board.

## Staff Role

The President is delegated the responsibility to oversee the affairs of the Union, to carry out the decisions of the Council, and to ensure that all Union business is conducted in accordance with all applicable federal and State laws, with the APC Constitution, and with all applicable APC policies and practices. The President directs the implementation of Council policies and programs, is responsible for the delegation of specific responsibilities to other APC officers and to APC staff, and assumes other responsibilities as delegated by the APC Council.

Specific responsibilities of the President include, but are not limited to:

- Coordination and integration of the work of the Executive Board, APC staff, and the APC Council.
- Development and implementation of the Union's contract negotiation and enforcement program.
- Communication with CSU, at both the campus and systemwide levels.
- Management of APC's administrative, communication, member services, records maintenance, and other related programs.
- Supervision of APC staff and of officers (in their staff role), including development and implementation of personnel programs and policies.
- Administration of fair share for employees represented by APC.
- Development and implementation of strategies to protect APC's jurisdiction and bargaining unit work.
- Long-range planning for the Union.
- Development and implementation of APC's legislative program and collaborative legislative efforts with other unions.
- Representation of APC to the CSU Board of Trustees, the CSU Labor Council, and other organizations.

## Expectations

- Responsibilities are those of a full-time position
- Take 100% union leave from CSU
- Extensive and frequent travel throughout California
- Provide personal office in or near home
- Provide personal vehicle for APC-related travel

# APC VICE PRESIDENT

## Governance Role

As a statewide APC leader and member of the Executive Board, the Vice President participates in developing and recommending to the APC Council programs, policies and procedures necessary for the administration of APC and the pursuit of the Union's goals. The Vice President is responsible for working closely with the President to provide statewide leadership for APC and for assuming the responsibilities of the President in her/his absence.

## Staff Role

Examples of areas of responsibility likely to be assigned to the Vice President include:

- Coordinate support for campus chapters and leaders in both contract and non-contract matters.
- Develop and implement contract education programs for bargaining unit employees.
- Provide support for assigned campus chapters, including contract enforcement, chapter and leadership development, and member education.
- Guide campus chapters in developing, monitoring and evaluating programs and budgets.
- Assist in the development and conducting of campus and statewide meetings and workshops.
- Represent APC at meetings and activities of CSU and other organizations.

## Expectations

- Responsibilities are those of a full-time position
- Take 100% union leave from CSU
- Frequent travel throughout California
- Provide personal office in or near home
- Provide personal vehicle for APC-related travel

# APC TREASURER

## Governance Role

As a statewide APC leader and member of the Executive Board, the Secretary-Treasurer participates in developing and recommending to the APC Council programs, policies and procedures necessary for the administration of APC and the pursuit of the Union's goals.

## Staff Role

Examples of areas of responsibility likely to be assigned to the Secretary-Treasurer include:

- Manage APC's day-to-day fiscal affairs.
- Maintain all financial records of the Union.
- Prepare multi-year and annual budgets, as well as needed revisions and year-end reports.
- Report regularly on APC's finances to the APC Council and Executive Board.
- Develop and implement benefit programs for APC employees and officers, including bonding as needed.
- Prepare annual fair share audit materials.
- Prepare and/or transmit, as needed, all financial reports required by applicable federal and State agencies.
- Provide support for assigned campus chapters, including contract enforcement, chapter and leadership development, and member education.

## Expectations

- Responsibilities are those of a full-time position
- Take 100% union leave from CSU
- Frequent travel to assigned campuses; periodic travel throughout California
- Provide personal vehicle for APC-related travel
- Provide personal office in or near home

# APC SECRETARY

## Governance Role

As a statewide APC leader and member of the Executive Board, the Recording Secretary participates in developing and recommending to the APC Council programs, policies and procedures necessary for the administration of APC and the pursuit of the Union's goals.

## Staff Role

Examples of areas of responsibility likely to be assigned to the Recording Secretary include:

- Ensure that comprehensive minutes are taken of all APC Council and Executive Board meetings.
- Maintain all non-financial records of the Union, including those related to contract negotiation and enforcement.
- Assist in preparation of agendas and other materials for APC Council and Executive Board meetings.
- Provide support for assigned campus chapters, including contract enforcement, chapter and leadership development, and member education.
- Assist in the development and conducting of campus and systemwide meetings and workshops.

## Expectations

- Responsibilities are those of a full-time position
- Take 100% union leave from CSU
- Frequent travel to assigned campuses; periodic travel throughout California
- Provide personal vehicle for APC-related travel
- Provide personal office in or near home

## Academic Professionals of California (APC)

### APC OFFICER SUPPORT POLICY

APC will provide to its statewide officers support related to and appropriate for the carrying out of their union responsibilities. Expenses incurred related to those responsibilities will be reimbursed according to APC's reimbursement policies and procedures. Additionally, officers will be provided support in the following areas that are directly related to the expectations of their respective positions.

- (1) In the case of a home office, APC will lease the necessary space from the officer for \$500 per month; in such situations, the cost of utilities is not reimbursable to the officer. Alternatively, if the office is not in the officer's home, APC will reimburse the officer for the cost of space and utilities to a monthly maximum of \$500.
- (2) If the APC Statewide Office is located at the home of an officer, APC will lease the necessary space from the officer for an additional \$500 per month. If the APC Statewide Office is not in an officer's home, APC will arrange for leased office space; the Executive Board may approve costs up to \$2,000 per month, while costs in excess of \$2,000 per month require approval by the APC Council.
- (3) Officers will be provided monthly stipends as follows: President, \$800; Vice President, \$400; Secretary-Treasurer, \$400; Recording Secretary, \$400; Council Member at Large, \$400.
- (4) Officers will be provided accidental death/dismemberment insurance while in office. The APC Executive Board will determine appropriate coverage and carriers.
- (5) Officers will be eligible for leave and provided compensation for unused leave pursuant to the APC Officer Leave Guidelines.

***NOTE: Changes from the prior version of the policy become effective in May 2008.***

*approved by the APC Council - May 2000  
most recently amended by the APC Council - February 2008*

## Academic Professionals of California (APC)

### APC OFFICER LEAVE GUIDELINES

The following guidelines are established pursuant to the APC Officer Support Policy.

APC officers shall accrue three (3) personal leave days per month minus any CSU leave accrued that month. An APC officer will be reimbursed by APC for any day(s) of APC personal leave that are not taken as a result of having worked on behalf of the union. An officer seeking reimbursement pursuant to this policy must provide appropriate documentation of days not taken, and reimbursement is subject to approval by the APC Executive Board. Compensation will be made at the end of each calendar year and upon leaving office, and will be at the officer's salary rate in effect at the time payment is made.

APC officers shall be entitled to observance of holidays consistent with APC's policy regarding holidays for APC employees. While it is expected that officers shall observe holidays as scheduled, an officer who does not observe a holiday as a result of working on behalf of APC may observe the holiday on another day within six months. Unused holidays are not reimbursable.

These guidelines are effective with the beginning of the Spring 1999 - Spring 2002 term of office.

*approved by the APC Council - May 2001  
most recently amended by the APC Council - February 2008*