



Old Pueblo Firefighters Association

Executive Board Duties

The members of this E-Board shall set out under the Constitution and Bylaws, and Policies and Procedures of this Local via guidance of the Local President to improve upon the wages, benefits and working conditions for the membership. They shall rely upon the other members of the board to be diligent and successful in their duties based on the job descriptions listed below. If the President and E-Board member responsible, via job description below, do not find common ground on any particular agenda item, they must take it to the remaining members of the E-Board for a vote. This shall never circumvent matters that require a membership vote as delineated in this Local's Constitution and Bylaws. All decisions and votes must be made in the best interest of the membership as a whole.

It shall be the duty of all elected union officers to:

- Diligently work to enforce and improve the wages, benefits and working conditions for all members of our bargaining unit.
- Have a vision driven agenda for the long-term sustainability of the membership and their families.
- Promote and foster relationships between the OPFFA and the International, State, and all Local Chapters, including all other departments and or agencies regardless of union affiliation or charter.
- Complete all projects, assignments and or tasks within their job description or as delegated by the Union President in a productive expedient fashion.
- Seek out and self-start projects within their job title to improve our Local and the membership we serve.
- Enforce strict observance of the Constitution and By-Laws along with the Policies and Procedures as they relate to this Local and the IAFF.
- Attend all meetings where applicable to their elected position with the various Fire Chiefs and appropriate fire department administrative staff.
- Attend all union leadership meetings and general membership meetings.
- Assure that the Robert's Rules of Order are being followed during all leadership and membership meetings.
- Make your position on this board and the duties that come with a priority on and off duty.

President

The primary responsibility of the President is to lead this Local in the direction of progression and prosperity. All objectives must be from a positive and vision driven stance seeking longevity of this Local and job security for all bargaining unit members. The following is a list of specific duties, at a minimum, that must be met with diligence. The President of this Local is ultimately responsible for the delegation of responsibility for this board and the completion of those duties.

- Shall be deemed the Executive Head of this Local.
- Serve as the face and spokesperson of this Local.
- Preside over General, Leadership and Labor/Management Meetings or assign designee.
- Administer the day-to-day routine functions of this Chapter.
- Work seamlessly with the Executive Board to keep current, updating as necessary, the Constitution and Bylaws of this Local.
- Work Seamlessly with the Executive Board to keep current, updating as necessary, the Policies and Procedures of this Local.
- Provide the tie breaking vote in all Union activities.
- Serve as the OPFFA liaison to the international (IAFF)
- Serve as the OPFFA liaison and VP to the State (PFFA)
- Serve as the liaison between the OPFFA and any other Local.
- Shall serve as the primary point of contact between Labor and Management.
- Serve as or assign a designee as primary negotiator in all union related matters.
- Work seamlessly with the Executive Board to ensure there is a living document regarding our CBA including agenda items for upcoming negotiations.
- Assist the VP of Operations to ensure that this labor group has the best working conditions possible.
- Assist the VP of Wages and Benefits to ensure that this labor group has the best compensation package possible.
- Together with the Secretary/Treasurer, shall review all budget line items at a quarterly minimum.
- Sign all orders and checks lawfully and properly drawn, under the same guidelines as the Secretary/Treasurer.
- Initiate appropriate actions to maintain financial stability of the OPFFA.
- Work seamlessly with the Political Director to ensure our political activity is in the best interest if the membership
- Work seamlessly with the Political Director to ensure that this Local is represented in a fraternal and unwavering posture both internally and externally.
- Serve as member Ex-Offico or assign designee for all committees.
- Shall appoint or dissolve any special committees as deemed appropriate.
- Have general supervision of the activities of all other officers and or chairmen of all committees.
- Draft or approve all Grievances filed on behalf of the OPFFA ensuring they are filed appropriately and timely.
- Manage the submission, distribution, and approval of all union hours.
- Assign one active member to the annual audit committee.
- By virtue of election, shall sit as co-chair of the OPFFA PAC if applicable.

Vice President of Operations

The primary responsibility of the VP of Operations is to enforce and improve upon the working conditions of our bargaining unit. They shall work hand in hand with the Local President to ensure accountability, diligence and success of their duties and responsibility to the membership they serve. It is understood that at

times this officer may need help from our membership to increase their ability for success. Therefore the VP of Operations may use active or retired members in good standing as an extension of their self to better serve our Bargaining Unit. These members shall be referred to as Operations Stewards and will report directly to the VP of Operations. The VP of Operations is ultimately responsible for all projects delegated or not and shall report directly to the Union President keeping them apprised on all operational issue such as but not limited to:

- Assist the President in the day to day operations of this Local.
- Have a clear understand of all Department and or Corporate Policies and Procedures.
- Have a clear understanding of all Department and or Corporate Standard Operating Guidelines.
- Work in conjunction with management to assure consistency and fairness in the application of Policy and Procedures and Standard Operating Guidelines.
- Work in conjunction with management to update as needed all Policy and Procedures and Standard Operating Guidelines.
- Work in conjunction with management to assure consistency and fairness within the shift bid process.
- Work in conjunctions with management and scheduling to assure consistency and fairness regarding the day to day schedule, overtime and operational moves.
- Work in conjunction with the training division to ensure a fair and constant yet progressive standards of practical and didactic fire and EMS training, may that be new hires or continuing education of our established members.
- Work in conjunction with management to ensure constancy and fairness within all testing and promotional processes.
- Work in conjunction with management to ensure that our members are provided with appropriate, safe and reasonable fire stations, apparatus, equipment, and supplies as needed to provide the best possible care and mitigation of emergencies to the public we serve.
- When necessary, compose and file all operational related grievances.
- Schedule monthly meetings with the AC of Operations.
- Sit as the Co-Chair of the Uniform Order Committee.
- Assign one active member to the annual audit committee.
- Attend all seminars, conventions and conferences related to their duties or as delegated by the Union President.

Vice President of Wages and Benefits

The primary responsibility of the VP of Wages and Benefits is to enforce and improve upon the Wages and Benefits of our bargaining unit. They shall work hand in hand with the Local President to ensure accountability, diligence and success of their duties and responsibility to the membership they serve. It is understood that at times this officer may need help from our membership to increase their ability for success. Therefore the VP of Wages and Benefits may use active or retired members in good standing as an extension of their self to better serve our Bargaining Unit. These members shall be referred to as Wages and Benefits Stewards and will report directly to the VP of Wages and Benefits who is ultimately responsible for all projects delegated or not and shall report directly to the Union President keeping them apprised on wages and benefits related matters such as but not limited to:

- Research, analyze, and prepare data driven arguments that will aid in contract negotiations to keep The OPFFA and it's members within 5% of the wages and benefits of the surrounding departments in greater Tucson.
- Serve as the primary liaison between Labor and Human Resources, Payroll, Scheduling and or Management in all payroll related discrepancies.
- Serve as the subject matter expert in each of the following categories listed below in order to assist our members individually or the body as a whole:
 - Pay Rates
 - 401K
 - Health Insurance
 - Pay Roll Discrepancies
 - Industrial Commission of Arizona (ICA)
 - Sick, Vacation, Bereavement, Military and or Personal Leave
 - Uniform allowance and available items
- Sit as the Co-Chair of the Health and Wellness Committee.
- Sit as the Co-Chair of the Member Services Committee.
- When necessary, compose and file all wage and benefit related grievances.
- Assign one active member to the annual audit committee.
- Attend all seminars, conventions and conferences related to their duties or as delegated by the Union President.

Secretary/Treasurer

The primary responsibility of the Secretary/Treasurer is to keep an accurate, current and organized account of all things pertaining to our bargaining unit. All payments shall be made on time if not early but never delinquent. They shall work hand in hand with the Local President to ensure accountability, diligence and success of their duties and responsibility to the membership they serve. It is understood that at times this officer may need help from our membership to increase their ability for success. Therefore, the Secretary/Treasurer may use active or retired members in good standing as an extension of their self to better serve our Bargaining Unit. These members shall be referred to as Stewards of the Secretary/Treasurer and will report directly to the Secretary/Treasurer who is ultimately responsible for all projects delegated or not, and shall report directly to the Union President keeping them apprised on financial and house keeping related matters such as but not limited to:

- Conduct all fiscal affairs in a responsible, ethical and legal manner.
- Assist the executive board in creating an annual budget to be presented to and voted on by the membership during the fourth quarterly membership meeting for the following calendar year.
- Assist the executive board in amending the budget and presenting to the membership for vote as necessary.
- Serve as the primary medium of all financial transactions related to this Union.
- Oversee and create any and all charitable accounts along with any committees as delegated by the Union President.
- Maintain strict adherence to the Constitution and Bylaw or Policies and Procedures as they pertain to expenditures and the costs associated.
- Send an annual audit each year to the International General Secretary/Treasurer over the seal of the Local within 180 days of the close of

the locals' fiscal year and shall include an accurate account of all employees within the local union's fire department.

- Make all necessary payments of per capita tax to the International and State Associations without delinquency.
- Provide a detailed report of all per capita increases.
- Emsure all IRS related taxes and fees on time with no exception.
- Keep an organized account of all union expenditures with the ability to provide an accurate and up to date report to the board with in 24 hours.
- Report monthly or as requested all financial affairs to the Executive Board.
- Present a current financial report at each quarterly membership meeting.
- Obtain Surety bond coverage as necessary through the IAFF.
- Maintain and accurate membership roster for the OPFFA, with immediate notification of any change to the State and International.
- Coordinate membership dues, withdrawals and loan payments between the membership and the department.
- Run and audit of all union dues and loan payments collected each pay period.
- Make immediate notification to the Executive Board and the individual member when delinquent on dues or loan repayments.
- Keep an accurate record attendance at all Union meetings.
- Take and maintain minutes of all meetings, distributing them to the membership within 48 hours.
- Handle all incoming and outgoing mail as it pertains to this Local.
- Direct the printing of all material for this Local.
- Coordinate member recognition for longevity and retirement.
- Upkeep of seniority as it pertains to rank and certification with the department.
- Organize, administer, preserve ballots and keep record of all votes.
- Keep an organized account of all union records.
- Keep an organized account of all department issued Policies and Procedures, Standard Operating Guidelines and Operational memos.
- Handle registration and travel arrangements for union leadership events as delegated by the Union President.
- Assist in any way necessary for the annual audit committee to perform their duty.
- Attend all seminars, conventions and conferences related to their duties or as delegated by the Union President.

Political Director:

The primary responsibility of the Political Director is to recognize, fully understand, and participate as the subject matter expert in all things related to union activity as they pertain to the political and fraternal arenas. It shall be the responsibility of the Political Director to seek out, research, and educate the membership on all matters related. This person must be level-headed, understanding that politics are a chess game, and the big picture is far more important than the individual or immediate agendas. It is understood that at times this officer may need help from our membership to increase their ability for success. Therefore, the Political Director may use active or retired members in good standing as an extension of themself to better serve our Bargaining Unit. These members shall be referred to as Stewards of the Political Director and will report directly to the Political Director who is ultimately responsible for all projects delegated or not

and shall report directly to the Union President keeping them apprised on related matters such as but not limited to the following:

- Serves as the political advisor to the Union President.
- Stay current on all propositions, bills, and resolutions, along with elections of local, state, and national officials where applicable, advising as necessary.
- Serve as the face and or voice of the union in the absence of the President.
- Attend and take notes to brief the Union and or President as necessary on all meetings, conventions, conferences, seminars or likeminded events that are politically charged or have high political involvement pertaining to the OPFFA or the area our members service.
- Foster relationships between the OPFFA and all other departments and or agencies regardless of union affiliation or charter.
- Foster relationships with political figures at the national, state, and or local level.
- Serve as the organizer or delegate responsibility for all brotherhood and fraternal activities.
- Oversee the PAC fund and or committee as delegated by the Union President
- Sit as the Co-Chair of the Political cabinet within the OPFFA.
- Sit as the Co-Chair of the P.A.C Fund and P.A.C Committee.
- Sit as the Co-Chair of the Brotherhood and Fraternal Activities Committee.
- Sit as the Co-Chair of the Annexations Committee.
- Upkeep and maintain all websites and social media outlets.
- Direct the design, printing, and upkeep of all union related merchandise.
- Work Seamlessly with the Executive Board to keep current, updating as necessary, the Policies and Procedures of this Local.
- Assign one active member to the annual audit committee.
- Attend all seminars, conventions, and conferences related to their duties or as delegated by the Union President.

This document updated in 2021