

---

## **DIRECTORS AND ASSISTANT DIRECTORS**

### **ROLES AND RESPONSIBILITIES**

---

#### **Board of Directors**

Our elected Board of Directors oversees and makes policy decisions for our union between General Councils. Our Board includes Statewide Officers, Directors, and the Retiree Local President. Twelve members of the Board are elected by geography, so all areas of the state—rural and urban—have fair representation on the Board. Eleven additional members of the Board will be elected by employer group. Each major “sector” of the union (e.g. home care, higher education, local government, etc.) will be guaranteed one seat on the new Board. This structure guarantees that each employer group has at least one seat. Each Board member will have an alternate, or Assistant Director, who can fill in on a temporary basis or assume full responsibility if a Board member resigns. In the absence of the Retiree Local’s President, their Vice President serves on the Board.

#### **Directors and Assistant Directors**

Directors serve two-year terms and are limited to two terms in a six-year period. Assistant Directors also serve two-year terms. Directors are the highest vote recipients in each employment sector or region. Assistant Directors are the second highest vote recipients in each employment sector or region. In case of a mid-term vacancy for the office of Assistant Director, the candidate with the next highest number of votes shall fill the vacancy. Nominations open January 4, 2010 and close January 21, 2010 at 5PM.

**See Section 1 SEIU 503 UNION STRUCTURE of this guide for employer sectors, geographic regions and a map of our union.**

**See SEIU Local 503, OPEU Constitution Article VI and Bylaws Article V to IX for more detail.**

#### **Directors**

Serves on the Board of Directors and on committees of the Board • Each Director is administrator for one of our union’s 23 sectors and regions • Communicates with members • Coordinates union campaigns in their area, and actively participates in campaigns approved and endorsed by the Board of Directors • Whenever possible, participates in phone banking, canvassing, gathering petitions and signatures, and takes part in worksite campaigns • Coordinates multi-local union worksite actions • Organizes and recruits members in their area • Trains or secures training for officers and activists • Serves as one of the Board’s delegates to General Council • Serves as a communication link between the Board of Directors and the membership to the General Council • Attends all meetings of the Board of Directors.

#### **Assistant Directors**

Assists the Directors in the administration of one of our union’s 23 sectors and regions • Serves as alternate member on our union’s Board of Directors • Attends all meetings of the Board • Assists Directors with their responsibilities, as assigned by Directors • Serves in the absence of the Director(s), as requested • Performs all duties assigned by the Local 503 Constitution and Bylaws • Coordinates sector/regional communications (i.e., calendars, newsletters and other general correspondence) • Chairs and serves on sector/regional committees as assigned • Serves as delegate to General Council • Upon appointment by the Board, succeeds to the office of Director.

See Nomination Postings and Nomination Forms on the following pages.



## BOARD OF DIRECTORS – DIRECTOR NOMINATIONS

### Open January 4, 2010 to January 21, 2010

Assistant Directors are the second highest vote recipients and fill in for the Director in cases of absence or vacancy.

Candidate profiles will be published in a special edition of *The 503 Voice* which is sent to all members.

**Why are our Director and Assistant Director positions important?** Directors are key components of democratic trade unionism. Members holding these positions serve as the democratically elected representatives of SEIU Local 503, OPEU members in his/her sector/region. Assistant Directors are the second highest vote recipients and fill in for Directors in cases of absence or vacancy.

**What are the responsibilities of Directors and Assistant Directors?** A brief summary of these positions is included on the reverse side of this notice. See SEIU Local 503, OPEU Constitution Article VI and Bylaws Article V to IX for more detail.

**Who can run?** Any SEIU Local 503, OPEU member in good standing may run for Director representing the union members in his or her sector/region (see list on reverse or consult our SEIU 503 C&Bs for more detail).

**How is someone nominated?** Nomination forms are available on the SEIU Local 503, OPEU website, [www.seiu503.org](http://www.seiu503.org), or from your steward, directors, local presidents or the SEIU Local 503, OPEU Headquarters or Field Offices. You may nominate yourself or another member. If you nominate someone else, they must agree to run and serve prior to having their name included on the ballot.

**When can nominations be made?** Nominations open January 4, 2010. Nominations must be received by 5:00pm on January 21, 2010. Submit Nomination Forms to:

SEIU Local 503, OPEU Headquarters

Attn: Maureen Crawford

1730 Commercial St SE

PO Box 12159, Salem OR 97309

Fax: 503-581-1664

Email: [crawfordm@opeuseiu.org](mailto:crawfordm@opeuseiu.org)

**How long are the terms of service for each office?** Directors and Assistant Directors serve a two-year term beginning with the August 8, 2010 Board meeting. Their election entitles them to attend General Council as sector/region Delegate. Directors are limited to 2 two-year terms in any six (6) year period. Directors, along with the President, Vice President, Secretary-Treasurer, Executive Director, Immediate Past-President, and Retiree Local President comprise the SEIU Local 503, OPEU Board of Directors.

***“Our mission is to improve the quality of life through worker empowerment and a progressive labor movement.”***

SEIU Local 503, OPEU Mission Statement

*(Note to Leaders: Add the name of the contact person & sector/region name)*

QUESTIONS?

Contact: \_\_\_\_\_  
or contact your SEIU Local 503, OPEU Field Office.

Sector/Region Name: \_\_\_\_\_

---

**EMPLOYER GROUP AND REGIONAL ELECTIONS  
DIRECTORS AND ASSISTANT DIRECTORS**

**ROLES AND RESPONSIBILITIES**

---

**Directors and Assistant Directors:** Directors serve two-year terms and are limited to two terms in a six (6) year period. Assistant Directors also serve two-year terms. Directors are the highest vote recipient in each employment sector or region. Assistant Directors are the second highest vote recipient in each employment sector or region. In case of a mid term vacancy for the office of Assistant Director, the candidate with the next highest number of votes shall fill the vacancy. Nominations open January 4, 2010 and close January 21, 2010 at 5PM.

*See SEIU Local 503, OPEU Constitution Article VI and Bylaws Article IX for more detail.  
See Bylaws Article V, pages 13-16 for regional and sector details.*

**Director:** Serves on the Board of Directors and on committees of the Board • Each Director is administrator for one of our union's 12 geographical regions or 11 employer groups • Communicates with members • Coordinates union campaigns in their sector/region, and actively participates in campaigns approved and endorsed by the Board of Directors • Whenever possible, participates in phone banking, canvassing, gathering petitions and signatures, and takes part in worksite campaigns • Coordinates multi-local union worksite actions • Organizes and recruits members in the sector/region • Trains or secures training for officers and activists • Serves as one of the Board's delegates to General Council • Serves as a communication link between the Board of Directors and the membership to the General Council • Attends all meetings of the Board of Directors.

**Assistant Director:** Assists Directors in the administration of union's geographic regions or employer groups • Serves as alternate member on our union's Board of Directors • Attends all meetings of the Board • Assists Directors with their responsibilities, as assigned by Directors • Serves in the absence of the Director(s), as requested • Performs all duties assigned by the Local 503 Constitution and Bylaws • Chairs and serves on committees as assigned • Serves as delegate to General Council • Upon appointment by the Board, succeeds to the office of Director.

---

**11 Employment Sector Seats: (Seats 1-11)**

1. One member employed by OUS;
2. One member employed by an agency in the DHS Coalition of DAS;
3. One member employed by an agency in the ODOT Coalition of DAS;
4. One member employed by an agency in the Specials Coalition of DAS;
5. One member employed by an agency in the Institutions Coalition of DAS;
6. One member employed by a local government;
7. One member employed by a private non-profit agency;
8. One member in the Client Employed Provider program or a private home care agency;
9. One member employed by a nursing home;
10. One member employed as a child care provider;
11. One member employed as an adult foster home provider;

**12 Regional Seats: (Seats 12-22, 2 seats in Salem area)**

12. One member who works in the North Central/Eastern Oregon region;

13. One member who works in the South Central/Eastern Oregon region;
14. One member who works in the Southern Oregon region;
15. One member who works in the Oregon Coast region;
16. One member who works in the West Central Valley region;
17. One member who works in the East Central Valley region;
18. Two (2) members who work in the Salem region;
19. One member who works in the West Salem/Yamhill/Polk region;
20. One member who works in the South/Western Portland Metro region;
21. One member who works in the West Portland region;
22. One member who works in the Portland Eastside region.

**Statewide Officer and Retiree Local Seats:**

1. The Statewide President
2. The Statewide Vice President
3. The Statewide Secretary-Treasurer
4. The Statewide Past President
5. The Executive Director
6. The President of the Retirees' Local



# BOARD OF DIRECTORS NOMINATIONS FORM

Copy this form or download this form at [www.seiu503.org](http://www.seiu503.org)

Office Sought: **DIRECTOR**

Assistant Director: The second highest vote recipient shall serve as the Assistant Director

Please select (one):  Region (List specific region name &/or number) \_\_\_\_\_

Work Zip Code \_\_\_\_\_ Home Zip Code \_\_\_\_\_

Employer Group (List employer group) \_\_\_\_\_

### CANDIDATE INFORMATION:

Name: \_\_\_\_\_

(Please print or type)

Mailing Address (Street Address or P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Home Email: \_\_\_\_\_ Work Email: \_\_\_\_\_

Current Employer/Agency: \_\_\_\_\_ Years as SEIU 503 member: \_\_\_\_\_

Name of Sector or Region: \_\_\_\_\_ Local Name & #: \_\_\_\_\_

Candidate's answers to the following questions will be printed in *The 503 Voice* to assist members in making their selection. The SEIU Local 503 Public Relations Department will use consistent formatting on all submissions. Responses should be limited to 325 words or less. Excess words will be cut. A separate sheet of paper may be used to respond to these questions. Only your answers will be counted for word limit (Microsoft Word).

WHAT ARE YOUR QUALIFICATIONS FOR THIS OFFICE?


UNION EXPERIENCE NOT ITEMIZED ABOVE:

WHY ARE YOU SEEKING THIS OFFICE AND WHAT ARE YOUR GOALS FOR SEIU LOCAL 503, OPEU DURING YOUR TERM?

WHAT ARE YOUR GOALS FOR YOUR SECTOR/REGION?

WHAT IS THE BIGGEST SINGLE ISSUE THE UNION WILL FACE DURING YOUR TERM AND HOW WOULD YOU PROPOSE TO RESOLVE IT?

OTHER INFORMATION TO SUPPORT YOUR CANDIDACY:

 **Include a recent individual head-and-shoulders photo** along with this form to run with your responses in *The 503 Voice*. Only photos received by the deadline will be used; photos will not be returned. Fax photos are not acceptable. Forms, statements and digital photos should be sent, dropped off or emailed to Maureen Crawford, [crawfordm@opeuseiu.org](mailto:crawfordm@opeuseiu.org), SEIU 503 PO Box 12159, Salem OR 97309 or 1730 Commercial St SE, Salem OR. Please call 1-800-452-2146 if you have questions.

I hereby consent to be a candidate for this office and being apprised of the requirements of the office, I am willing to serve, if elected, to the best of my ability in the fulfillment of the duties and responsibilities of the office.

---

Date

---

Signature of Candidate

For more information, contact your Director(s), your SEIU Local 503, OPEU Field Office or SEIU Local 503, OPEU Headquarters (503-581-1505; 1-800-452-2146).

**Return this nomination form** to SEIU Local 503, OPEU Headquarters by mail to P.O. Box 12159, Salem, OR 97309; hand-delivery to 1730 Commercial Street SE, Salem, electronically (including candidate's scanned signature) to the PR Department or by fax (followed by originals) to 503.581.1664, **on or before 5:00 PM January 21, 2010** to be published in *The 503 Voice*. **It is the candidate's responsibility to confirm receipt of nomination information.**