

## **GRIEVANCE COMMITTEE (The Board of Directors)**

### **PRIMARY FUNCTION:**

To establish validity of grievance.

### **SPECIFIC DUTIES:**

1. Meet with members to establish if indeed there is an infraction of existing policy or contract.
2. Represent the members at any departmental hearing.
3. Refer member to counsel, if appropriate.
4. Obtain Board approval for counsel expenditures over \$1,000 per grievant.
5. Keep minutes of all committee meetings.
6. Report to Board on number of grievances.
7. Chair to be appointed by the Board of Directors.

## **NEGOTIATING COMMITTEE**

### **PRIMARY FUNCTION:**

To negotiate labor contracts with the County.

### **SPECIFIC DUTIES:**

1. Actively solicit input from association members regarding bargaining issues and concerns.
2. Work in cooperation with the salary committee regarding issues related to compensation.
3. Report to the Board prior to and during negotiations
4. Keep minutes of all committee meetings.

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5. Chair to be appointed by the Board of Directors.

#### COMPOSITION:

The Negotiating Team shall consist of no more than nine members. The Committee shall be appointed by the Board and should include a wide cross-section of all classifications represented by the Association.

#### **NOMINATING/ELECTION COMMITTEE**

##### PRIMARY FUNCTION:

To conduct and oversee all elections of the Association. **SPECIFIC DUTIES:**

1. Solicit nominations for officers to be elected in November.
2. Prepare slate and ballots.
3. Send ballots to eligible members.
4. Verify and count votes.
5. Report to Board and membership election results.
6. Chair to be appointed by the Board of Directors.

#### **MEMBERSHIP COMMITTEE**

##### PRIMARY FUNCTION:

Maintain accurate membership database.

##### SPECIFIC DUTIES:

1. Assign new members to appropriate branch.
2. Forward membership packets to branch representatives.
3. Furnish accurate lists of both dues paying members and eligible members to branch representatives.
4. Make available mailing labels for total eligible membership, dues paying membership, and by branch.
5. Keep minutes of all committee meetings.

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6. Report to the Board on a monthly basis.
7. Chair to be appointed by the Board of Directors.

## **BUDGET AND FINANCE COMMITTEE**

### **PRIMARY FUNCTION:**

Invest the Association funds.

### **SPECIFIC DUTIES:**

1. Keep accurate records of Association monies.
2. Determine investments for best return.
3. Prepare proposed budget for Board approval.
4. Chair to be appointed by the Board of Directors

## **SALARY SURVEY COMMITTEE**

### **PRIMARY FUNCTION:**

To work with the Human Resources Department in establishing an accurate salary survey for all job classes represented by the Association.

### **SPECIFIC DUTIES:**

1. Meet with Human Resources to establish criteria for survey.
2. Keep accurate minutes of all meetings.
3. Report to the Board at the monthly meetings.
4. Chair to be appointed by the Board of Directors.