

Position Description:**Local 12 Primary and backup Delegates for the Council of Engineers & Scientists Organizations (CESO)****Purpose of the Role:**

- Act as the single point of contact for IFPTE Local 12 on all CESO business, attend CESO Meetings, and assist CESO as requested.

Working Environment:

- The Working Environment is professional and will require travel by the CESO Delegates. The CESO Delegates will dress in professional attire (business suit) for the CESO meetings. Generally the meetings are held in Washington D.C. in the Spring and Fall each year.

Major Functions of the Job:

- Brief the President, Executive Board and Legislative Representative before and upon return of any CESO event.
- Prepare and present a written Local 12 Unit Report on major issues worked on since the last CESO meeting.
- Update and discuss in open forum with the CESO Delegation on key events that IFPTE Local 12 has undertaken since the previous CESO meeting.
- Lobbying CESO Issues on Capitol Hill with delegates from other Unions and will participate in scheduled lobbying event with political leaders.
- Primary Delegate will act as a mentor for the Backup Delegate and will train backup on CESO organization, officers points of contact, how to write the Local 12 Unit report, and inform the backup how to submit request for reimbursement of Union travel.
- Will be required to prepare and present a written Local 12 Point Paper to CESO for scheduled Lobbying events.
- Shall prepare an email every six months to send out through the Chief Representative to the Union members asking for volunteers for CESO Delegates. A list of names will be added to the existing membership volunteer list and presented to the President and Local 12 Executive Board.
- Primary Delegate shall update and maintain the Backup volunteer list.
- Other duties as assigned by the President of the Local 12 Eboard.

Authority to Act:

- Will meet with and report to the President, Local 12 Executive Board, and Legislative Representative prior to attending the CESO meeting to ensure coordination of legislative actions before and after each CESO trip

CESO PD CONT'D

Skills and Attributes:

- Will have the ability to:
 - Speak effectively in a public setting
 - Communicate well in written form
 - Comprehend current issues that affect our members
 - Work well with others.

Appointment of:

- President will appoint both the representatives and report the selection to the Local 12 Executive Board at the following Executive meeting in accordance with the constitution and bylaws of Local 12.

Term of Primary Appointment:

- Survives until removed by the President or resigns from this position.

Appointment of Backup Delegate:

- Delegate will be a rotating position, selected from the membership volunteer list, and will attend one CESO meeting, and then be replaced by a new Delegate. The outgoing delegate will be added to a Backup volunteer list, to be used to replace the Primary Delegate if unable to perform the duties.

Primary Delegate Travel:

- Submit travel expenses (with receipts) to CESO for reimbursement.

Backup Delegate Travel:

- Reimbursement of expenses will be paid in accordance with Local 12 Treasurer and Executive Board.
- The principle for rotating the Backup CESO Delegate position is to expand and develop the networking and lobbying experiences within the general membership in order to better represent and involve our membership.