

Position Description:

Local 12 Primary Delegates (2) for Puget Sound Naval Bases Association (PSNBA)

Purpose of the Role:

- Act as the single point of contact for IFPTE Local 12 on all PSNBA business, attend PSNBA Meetings, and assist PSNBA as requested. IFPTE Local 12 has two (2) Primary Delegates to PSNBA, per PSNBA By-laws.

Working Environment:

- The Working Environment is professional and will require travel by one of the two PSNBA Delegates. The PSNBA Delegate will dress in professional attire for the annual PSNBA Washington DC Advocacy Trip. Generally the meeting is held in the late Winter / early Spring each year. IFPTE has traditionally sent only one (1) delegate on the PSNBA Washington DC Advocacy Trip.
- General Board meetings are held monthly, on the second Monday of each month. These meetings are casual in nature and Delegates may dress accordingly.

Major Functions of the Job:

- Brief the President, Executive Board and Legislative Representative before and upon return from the PSNBA Washington DC Advocacy Trip.
- Update the President, Executive Board on upcoming PSNBA events.
- Prepare and present a written Local 12 Unit Report on major issues worked on during the Advocacy Trip.
- Update and discuss in open forum with the PSNBA General Board on key events that IFPTE Local 12 has undertaken since the previous PSNBA General Board meeting, as necessary.
- Lobbying PSNBA Issues on Capitol Hill with delegates from other PSNBA member Organizations (e.g. local business and community leadership) and will participate in scheduled lobbying event with political leaders.
- Senior Delegates shall mentor new Delegates serving on the Board of Directors for the PSNBA. Mentoring duties shall include, but not be limited to, introductions to PSNBA Board members, providing training on the preparation of the Local 12 Unit report, and preparation of requests for reimbursement of travel costs by Local 12.

- Will be required to prepare and present a written Local 12 Point Paper to PSNBA for scheduled Lobbying events. Coordinate with the IFPTE Legislative Director on all Legislative issues facing PSNBA.
- Both Delegates shall attend monthly PSNBA General Board meetings, held monthly on the second Monday of each month. The meetings are held after-hours and off-site (e.g. not at Naval Base Kitsap – Bremerton). Delegates will not be compensated for time spent attending monthly meetings.
- Work with PSNBA Base Drive Chairperson during the annual PSNBA Base Membership Drive selling PSNBA membership for IFPTE Local 12.
- Other duties as assigned by the President or the Local 12 Executive Board.
- Will meet with and report to the President, and Local 12 Executive Board.

Authority to Act:

- The PSNBA representative acts under the authority of the President and Executive Board.

Skills and Attributes:

All PSNBA Delegates 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 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 Appointment:

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

Delegate Travel:

- Submit itemized travel expenses (with receipts) to PSNBA and IFPTE for reimbursement. PSNBA will cover one-half (50%) of all expenses incurred during the PSNBA Washington DC Advocacy Trip. IFPTE will reimburse the traveling Delegate for the remaining one-half (50%) of all expenses incurred in accordance with Local 12 policy for re-imbusement.

- The PSNBA traveling Delegate may also qualify for a Lost Time Award to compensate the Delegate for unpaid time away from work due to the official travel in accordance with the Lost Time Award policy.

IFPTE Officer Positions:

- The Delegates to PSNBA will retain full rights and privileges as IFPTE members. The Delegates may run for office within IFPTE, per all applicable IFPTE By-laws.