

**Position Description:
Local 12 Primary and Backup Voluntary Protection Program (VPP) Union
Representative**

Purpose of the Role:

- Act as the single point of contact for IFPTE Local 12 on all VPP business, attend VPP meetings as required, and assist with VPP issues as requested by the employer / union.

Working Environment:

- The Working Environment is variable (casual business to professional) and will require travel by the VPP Rep. The VPP Rep will dress appropriate to the required attire for the VPP meetings. Meetings are held primarily at the shipyard (Bremerton site) however, can be held at the Intermediate Maintenance Facilities (IMF) Bangor site, and Naval Station Everett site. Yearly travel will consist of going to the Regional Voluntary Protection Programs Participant's Association (VPPPA) conference, which varies in the northwest region (Washington, Oregon, Idaho & Alaska). The national VPPPA varies statewide nationally.

Major Functions of the Job:

- Briefs the President on all VPP issues/concerns/events.
- Prepare and present written reports when required to Local 12 President.
- Conduct various presentations on all aspects (history, union, policies, etc.) of VPP to a wide audience (deckplate, supervisors, managers, etc.).
- Mentor outside organizations that request support with their VPP. This is to include partnership of Union and Management.
- Will be required to prepare and present written Trip Reports to the President on the Regional and Nation VPPPA conferences.
- Will be an active member on VPP Teams, as required.
- The Primary and Backup VPP Rep will not have the authority to represent membership in grievable actions or representation issues. All such circumstances will be reported to the Chief Rep for action per the Union's contract.
- Primary VPP Rep will act as a mentor for the Backup VPP Rep and will train backup on VPP organization, points of contact, how to write reports, and (if required) inform the backup how to submit requests, for reimbursement of Union travel.
- VPP Backup Rep will be assigned as needed or if Primary VPP Rep. will be away from the VPP Office for an extended period of time. The President will assign a Backup Rep. as required.
- Other duties as assigned by the President or the Local 12 Executive Board.

- To encourage union members to participate on VPP committees.

Authority to Act:

- Will meet with the President, prior to attending VPP meetings that pertain to actions/concerns that adversely affect the Local 12 membership. This meeting will ensure coordination of VPP Rep. and Local 12 issues.

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:

- The Union President shall appoint the Primary VPP Rep 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 The President will pick the Backup Rep to serve as needed.

- Backup VPP Rep will be selected from a membership volunteer list. Local 12 President will make selection.

Term of Primary Appointment:

- **Survives** until removed by the President or resigns from this position. Backup will perform duties as assigned by the primary VPP Rep and President of Local 12.

Primary VPP Rep. Travel:

- Submit travel expenses (with receipts) to travel through C/900S for reimbursement.

Backup Delegate Travel (if required):

- Same as Primary
- The principle for the Backup VPP Rep is to continue the Union's support and commitment to expand and develop the VPP principles, promote union and management partnership, and to represent and involve our membership.