



**I'm a new officer...
Now what?**



Table Introductions:

- Your name
 - Where you are from
- Your union position (or the one you want to hold)
- Why did you run/accept this position (or why do you want to run for this position)?

Presenters:

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What we plan to accomplish today:

- Understand the roles and responsibilities of their union position.
- Analyze the difference between administrative & leadership roles.
- Develop a list of first tasks and a plan upon return from convention.

AFSCME Code of Conduct

- AFSCME is committed to providing an environment free from discrimination and harassment, regardless of an individual's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or and any other characteristics prohibited by law. As such, AFSCME will not tolerate discriminatory, harassing or otherwise unacceptable behavior at any of its activities, events or meetings. AFSCME expects everyone who participates in any of its activities, events or meetings to abide by this standard of conduct.
- There will be no retaliation or other adverse action taken against an individual who makes a complaint. Complaints should be sent to the AFSCME Human Resources Department at reportharassment@afscme.org



Label Yourself...

- Presidents: **Red**
- Vice Presidents: **Blue**
- Secretary-Treasurers: **Green**
- Recording Secretaries: **Yellow**
- Other: **Black**

Agenda

Your
Constitutional
Duties



Got to do
Vs
Ought to do



Setting
priorities

Ground Rules

Listen and speak
with respect for
each other

Keep an open
mind

Step up and
step back

Leave your title
at the door

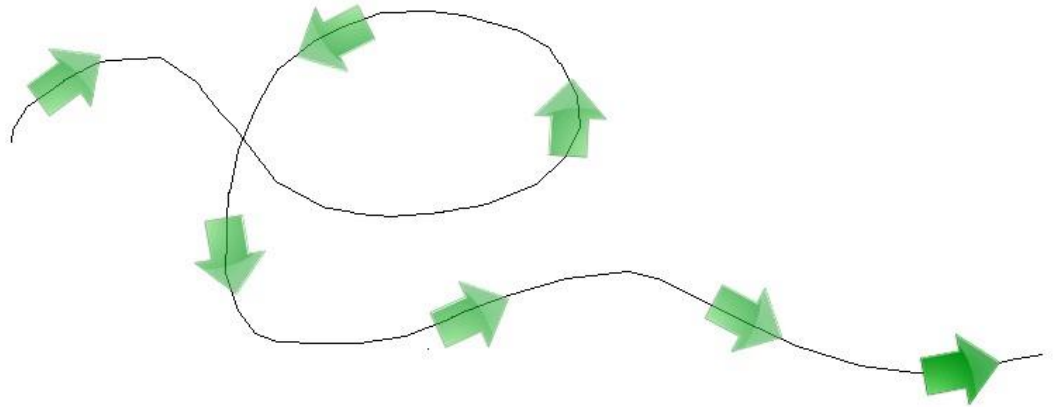
Electronic
devices silent

Take a break if
you need to

Stay on
schedule

Time to MOVE!

- Move to tables with people who have the same colored dots on their name tags.
- Presidents (**Red**) and VPs (**Blue**) can join together.
Treasurers (**Green**) & Trustees (**Black**) join together.





At each table:

**Without using
any 'resources', make a list
of your Constitutional duties**

Got to do
versus
Ought to do



Individually

- Look at the AFSCME Strong Checklist
- Pick two that your Local is NOT currently doing and you think you should be doing
- Go around the table & explain why you picked them and your first step

Time to MOVE!

- Move to a table that has a goal you want to tackle.
- You should have a mix of roles/colored dots at your new table.





Go forth and succeed!

Use your Officers Handbook – there's lots more in there.

(You can also download them at afscme.org)

