

Oregon Employer Council Local Chapter President

Name

Position Description

RESPONSIBILITIES:

- ◆ Plans, organizes, leads and directs the OEC Chapter in accordance with the bylaws.
- ◆ Presides at all meetings of the OEC and its Executive Committee.
- ◆ Attends OEC meetings, activities and when possible, attends the OEC state conference and board retreat.
- ◆ Represents OEC at state meetings.
- ◆ Keeps the officers and members informed with regard to state, regional or national developments according to information supplied by OEC (Oregon Employers Council) and UWC (Unemployment Insurance and Workers' Compensation).
- ◆ Works with local Employment Department offices in providing publicity, support and leadership for marketing local OEC programs and recruiting other employers' involvement.
- ◆ Past-president will be ex-officio of the OEC Executive Committee and serve as an advisor for an additional year after term of the President has expired.
- ◆ Term of office determined by local chapter.

This position requires a dedication and commitment to the Oregon Employment Department and its programs relating to employment issues, placement and training, etc. and all employers in the state. Time commitment varies with activities of the OEC and its Executive Committee. May be as little as 4 hours per month to as much as 32 hours per month.

If for any reason, Chairperson or Co-Chairperson is unable to chair or attend meetings and/or programs the vice-chair or the other co-chairperson must be summoned to do so. It is the responsibility of the Chairman to seek this temporary help.

Term of office is from: _____ **to:** _____

OEC President

Date Signed

Oregon Employer Council Local Chapter Vice-president

Name

Position Description

RESPONSIBILITIES:

- ◆ Assists the President in the direction of the OEC in accordance with its bylaws.
- ◆ Represents the President in his/her absence.
- ◆ Attends OEC meetings, activities and when possible, attends the OEC State conference and board retreat.
- ◆ Works with local Employment Department offices in providing publicity, support, and leadership for marketing OEC program and recruiting other employer's involvement.
- ◆ Chair sub-committees as assigned.
- ◆ Term of office determined by local chapter.

This position requires a dedication and commitment to the Oregon Employment Department and its programs as well as all other employers in the state.

Time commitment varies with activities of OEC and can be as little as 2 hours per month to as much as 24 hours per month.

Term of office is from: _____ **to:** _____

OEC Vice-president

Date Signed

Oregon Employer Council Local Chapter Treasurer

Name

Position Description

RESPONSIBILITIES:

- ◆ Assists the President in directing the Oregon Employer Council in accordance with its bylaws.
- ◆ Maintains custody of the organization's funds.
- ◆ Receives and disburses funds as approved by the OEC Executive Committee.
- ◆ Maintains an accurate record of OEC property, revenues and expenses.
- ◆ Prepares budgets and financial reports as required by the Oregon Employer Council and its bylaws.
- ◆ Prepares and presents a financial report at each OEC business meeting and submits the annual financial report to the state level OEC by the deadline.
- ◆ Attends OEC meetings and programs and uses personal contacts to encourage active participation by other employers.
- ◆ Term of office determined by local chapter.

This position requires an accounting background and knowledge of a non-profit status organization. It also requires a dedication and commitment to the OEC and its programs.

Time commitment varies with activities of OEC and can be as little as 1 hour per month to as much as 8 hours per month.

Term of office is from: _____ **to:** _____

OEC Treasurer

Date Signed

Oregon Employer Council Local Chapter Secretary

Name

Position Description

RESPONSIBILITIES:

- ◆ Maintains the organization's records, including minutes and documentation of events through out the year. May complete application for special recognition of local chapter by state level OEC. May complete other paperwork as directed by the President.
- ◆ Records accurate and complete minutes of Council and Executive Committee and maintains a historical record of decisions and activities.
- ◆ Attends OEC meetings and programs and assists the OEC Coordinator with event coordination and registrations.
- ◆ Uses personal contacts to encourage active participation by other employers.
- ◆ Term of office determined by local chapter.

This position requires a dedication and commitment to the Oregon Employment Department and its programs as well as all other employers in the state.

Time commitment varies with activities of OEC and can be as little as 2 hours per month to as much as 24 hours per month.

In the event the Secretary is unable to attend a meeting, another officer will perform these duties. It is the responsibility of the Secretary to seek this temporary help.

Term of office is from: _____ **to:** _____

OEC Secretary

Date Signed

**Oregon Employer Council
Local Chapter Public Relations Officer**

Name

Position Description

RESPONSIBILITIES:

- ◆ Attends OEC meetings and programs and encourages the active participation of other employers through personal contacts.
- ◆ Assists the OEC by promoting events and activities through the media.
- ◆ Works closely with the OEC Coordinator to advertise and promote OEC seminars.
- ◆ Initiates opportunities to promote and market OEC and the Employment Department partnership through presentational speaking engagements, such as Chamber luncheons, workshops, etc.
- ◆ Term of office determined by local chapter.

This position requires a dedication and commitment to the Oregon Employment Department and its programs as well as the employers of this state.

This position also requires creative marketing abilities and a knowledge and awareness of state government policies and procedures.

Time commitment varies with activities of the local council and can be as little as 2 hours per month to as much as 24 hours per month.

Term of office is from: _____ **to:** _____

OEC Public Relations Officer

Date Signed