JOB DESCRIPTION:

STATE OEC PRESIDENT

_____ (Printed Name)

RESPONSIBILITIES:

- Plans, organizes, leads and directs the Oregon Employer Council (OEC) in accordance with its bylaws.
- Chairs meetings of the OEC Executive Board (quarterly and special meetings as necessary).
- Attends local OEC meetings and programs when possible.
- Represents the OEC at state, regional, and national meetings.
- Keeps the officers and members informed with regard to state, regional and national developments.
- Past President will be ex-officio of the State Executive Board and shall serve as advisor for an additional one year after term of President has expired.
- Two-year term of office, election in even year. Term begins on January 1 after an election.
- Writes articles for the OEC newsletter and occasionally writes for other Employment Department publications.

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 local and State Executive Board and can be as little as 4 hours per month to as much as 32 hours per month.

If for any reason, the President cannot be available to chair meetings or attend meetings and/or programs, one of the Vice Presidents must be summoned to do so. It is the responsibility of the President to seek this temporary help.

Term of office is from _____ to _____

_____ _____

OEC President OEC State Coordinator

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Date Signed