

## **Job Description**

### **Members of the Council of Representatives**

#### ***The Purpose of the Council of Representatives***

Elected by CCFT members at the division level, members of the Council are the nexus between the Executive Board and the union membership. Members of the Council carry to the Executive Board the views and concerns of union members at the division level, thus enabling members to provide direction to the Executive Board. As part of the representation process, Council Reps also bring information, issues, and problems to union members in their divisions for their consideration and determination. As explained below, Council Reps serve as division level representatives and communicators, problem solvers, and union builders.

To assist Council Reps with the performance of the duties described below, initial training sessions will be scheduled at the beginning of the fall semester and follow-up support sessions will be scheduled as needed. The training and support will be provided by experienced CCFT members, our CFT Field Rep, Shannon Willson, and other CFT staff as required. Council Reps will also be provided with a list of experienced CCFT members who can be contacted for assistance at any time.

#### ***What the CCFT Constitution says***

According to Article III, Section 3, of the CCFT Constitution, Council Representatives are elected by secret ballot by the union members in each division in the spring semester of odd-numbered years. Divisions receive one seat on the Council for each ten full-time equivalent faculty (FTEF) positions in the division. *FTEF will be determined by Human Resources and distributed to each Council of Representative member and the Executive Board by the CCFT Secretary-Treasurer by March 1 of each spring semester.* Members of the Council and those voting to select them must be CCFT members.

Article III, Section 3 also provides that the Executive Board will meet with the Council at least once each semester and will call for other meetings as needed.

The CCFT Constitution specifies two duties for Council members. The first duty (Article III, Section 3) is that each spring semester the Council elects by secret ballot two of its members to serve one-year terms on the Executive Board. These are called the Council's liaisons to the Executive Board, even though that term isn't used in the Constitution. The second duty (Article III, Section 1) is that in the event of a vacancy on the Executive Board, the president's interim appointment must be approved by a simple majority of the Council.

## **Roles and Responsibilities of Members of the Council of Representatives**

### ***The Union's Division-Level Representative and Communicator***

- Actively participates in a professional and effective process of genuine democratic consultation that builds respect and cooperation among members and leaders of our union
- Communicates union news and explains union issues to division members in a timely manner that allows members adequate time to consider issues
- Solicits the views and concerns of union members in the division and effectively represents those at Council of Representatives meetings
- Is a visible, accessible, and responsive representative of the union at the division level
- Establishes a mutually acceptable time for union members to meet on a regular basis with their Council Representatives

### ***The Union's Division-Level Problem Solver***

- Educates division members on contract provisions—especially those involving day-to-day faculty business, such as evaluations
- Anticipates and identifies problems under the union's jurisdiction and facilitates the resolution of such problems at the lowest and most informal level possible by consulting with division members, CCFT officers, and managers

### ***The Union Builder***

- Encourages union members in the division to actively engage in the business of the union by educating members regarding their role in a process of professional and effective union advocacy
- Recruits new members through education and gentle, professional persuasion
- Recruits volunteers for union committees, task forces, activities, or events
- Organizes social events as desired by union members in the division