



POSITION DESCRIPTION – AGENCY VICE PRESIDENT

The individual serves as the primary labor negotiator for employees in the bargaining unit, assists individual members in their dealings with agency management, represents bargaining unit employees in congressional advocacy and media outreach, and acts as an officer of the association.

The agency Vice President is elected by the association's members, or appointed in the event of a mid-term vacancy, and detailed by the agency to AFSA on 100% official time.

The officer reports to the Governing Board and is ultimately accountable to membership. He or she provides general policy and member assistance guidance to AFSA professional staff in the advocacy, communications, and labor management units. He or she may also directly supervise AFSA professional staff, such as an executive assistant/office manager.

Primary Labor Negotiator – the agency Vice President is responsible for determining the priorities of employees of the bargaining unit; formulating policy positions for presentation to agency management; responding to agency proposals; informing and obtaining the approval of the Standing Committee/Executive Committee/Governing Board for policy positions as appropriate; liaising with the AFSA post representatives; and communicating with constituency membership via AFSA and agency communication tools.

Individual Member Assistance – the agency Vice President may directly assist individual members regarding their issues with agency management and ensure that the member is receiving quality assistance from AFSA professional staff.

Congressional Advocacy and Media Outreach – the agency Vice President provides policy direction for AFSA's professional advocacy and communications staff; represents the employee's bargaining unit in written, telephonic, and in-person communication with Congress for agency-specific issues; coordinates congressional and public outreach with the President and other Vice Presidents on cross-cutting issues; contributes to the *Foreign Service Journal*; and is authorized to engage the media, without seeking agency clearance, as an AFSA representative on agency-specific issues.

Officer of the Association – the agency Vice President serves as a voting member of the Governing Board and Executive Committee; chair of the constituency's Standing Committee, if appropriate; and member of other AFSA standing and adhoc committees. The officer has a fiduciary duty to membership, and in the case of the State Vice President, signing authority for the organization. The officer may be asked to serve in an acting capacity for other association officers as needed.

The officer is expected to fulfill the general responsibilities of a board member as articulated in the documented approved by the Governing Board on April 1, 2015.