



POSITION DESCRIPTION – AGENCY VICE PRESIDENT

The individual serves as the primary labor negotiator for employees in the bargaining unit, advises the AFSA president on workforce policy issues affecting his/her constituency, assists individual members in their dealings with agency management, and acts as an officer of the association.

The agency Vice President is elected by his or her constituency, 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 the association's membership. He or she may also directly supervise AFSA staff.

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.

Professional Policy Initiatives, Congressional Advocacy, and Communications – the agency Vice President provides the President and other VPs with input on cross-cutting congressional and member issues; and represents the employee's bargaining unit in written, telephonic, and in-person communication with Congress for agency-specific issues

Foreign Service Journal – the agency Vice President contributes a regular column to the *Foreign Service Journal*.

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 document approved by the Governing Board on April 1, 2015.