

Job Description
Executive Director
Orange County Labor Federation

Executive Director, Orange County Labor Federation

It is the duty and responsibility of the Executive Director to administer the affairs of the Orange County Labor Federation on a day-to-day basis, to propose programs to further the aims expressed in Article II “Purpose of the Constitution,” and, when those programs are adopted, to implement them and report progress on them.

The Executive Director’s duties and responsibilities shall include:

1. To carry out the mandates of the Delegate Body, Executive Board, and officers’ decisions;
2. To hire, discharge, assign, and direct staff in accordance with the applicable bargaining, rules, laws and regulation upon approval of the Executive Board;
3. To operate within a budget approved by the Executive Board and Delegate Body, and, after consultation with the officers, and by December 1 of each year, present a proposed operating budget to the Executive Committee for action;
4. To be responsible for all financial records, transactions, membership information, record keeping, and required reports.
 - a. Keep an accurate accounting of all receipts and disbursements of monies, savings, securities, and property of the Federation, and deposit all monies in a bank approved by the Executive Committee.
 - b. Report monthly to the officers and Executive Committee on income and expenses.
 - c. Maintain records showing the standing of all affiliated organizations.
 - d. Manage the funds of the Federation and keep records in a manner generally conforming with acceptable accounting standards and controls as may be required under the Rules Governing AFL-CIO Labor Federations, and
 - e. Submit the books for audit on request of the Executive Board or the Orange County Labor Federation but not less than annually;
5. Act as chief spokesperson for the Federation in the community, in the media, and at meetings, conferences or conventions of organizations that the Federation is affiliated with as directed;
6. Serve as a non-voting ex-officio member of all committees of the Federation;

7. Be the custodian of records of the Federation, keep an accurate record of minutes of the proceeding of all meetings, and provide reasonable access to records, minutes, and correspondence;
8. Notify the AFL-CIO of all those elected to office within 15 days of the election;
9. Be covered by an appropriate bond and provide for the bonding of the officers and Executive Committee. The cost of such bonds shall be at the Federation's expense.

It shall be the duty and responsibility of the Executive Director to hold a Leadership Conference annually to discuss issues, policies and programs of the Federation including:

1. A review the work of the Federation from the preceding year;
2. Adopt the Standard and Benchmarks and the goals established in the California Labor Federations Strategic Planning Committee;
3. Beginning two months prior to the annual Orange County Labor Federation Leadership Conference, the Executive Director shall solicit input and direction for the conference from the Delegate Body, and
4. Cooperate and coordinate with the Executive Committee and the officers on the Leadership Conference.

The position of Executive Director will be reviewed and evaluated by a committee of Executive Board members six (6) months from the original date of hire and every year from the original date of hire.

The Executive Director must be a member of an affiliated local union.

*Job Description is taken from the May 24, 2007 revised ByLaws adopted by Labor Federation Delegates