

Statewide Vice President Position Description

Minnesota Association of Professional Employees

ROLE OVERVIEW

The Statewide Vice President is an elected officer of the Minnesota Association of Professional Employees (MAPE) and serves as a key partner in advancing the union's mission, strengthening internal governance, and supporting members across the state.

In alignment with MAPE's Constitution and Bylaws, the Statewide Vice President works collaboratively with the Statewide President to uphold organizational integrity, ensure fair representation, and maintain strong, transparent systems of member protection.

Candidates for Statewide Vice President should be strong relationship builders, excel at conflict management, be amenable to feedback, and have a full understanding of diversity of agencies. As the strike captain for MAPE, organizing experience and being highly adaptable to frequent changes is a must.

As a strategic advisor to the Statewide President, the Statewide Vice President helps safeguard the quality and consistency of steward operations, grievance processes, and arbitration. This role requires prior experience as a Regional Steward Director or direct involvement in grievance handling and arbitration, consistent with MAPE's eligibility requirements. Review MAPE bylaws Article VIII, Section 1.B.1 for a full list of requirements.

The Statewide Vice President is a voting member of the Executive Committee, which conducts MAPE business between Board of Directors meetings, and is also a voting member on the Board of Directors. They perform additional duties as assigned by the Statewide President or Board of Directors in accordance with current bylaws.

This is an elected statewide officer position with defined terms and eligibility requirements. Candidates must meet membership criteria and comply with all election rules.

CORE RESPONSIBILITIES

Leadership and Governance

In collaboration with the Statewide President, Executive Committee, Board of Directors, and statewide leadership:

- Presides in the Statewide President's absence, ensuring continuity and stability at Executive Committee, Board of Directors, and Delegate Assembly meetings
- Serves as an active member of the Executive Committee, contributing to statewide policy, operational decisions, and organizational priorities
- Supports the Statewide President in implementing MAPE's Constitution, Bylaws, and Delegate Assembly resolutions with consistency and transparency

Lead Committees and Strike Readiness

- Chairs the Job Action Committee (Statewide Strike Captain) consisting of all Local Vice Presidents, providing coordinated leadership during workplace actions, mobilizations, and contract campaigns in coordination with the Organizing Council and Negotiations Committee
- Leads the Employee Rights Committee and Arbitration Team, ensuring fair representation and consistent application of contract rights
- Aligns committee work with Article VI Standing Committee requirements

Support Membership Administration

- Collaborates with staff and local leaders to ensure accurate membership records in accordance with MAPE policies leading up to a possible strike
- Collaborates with staff and local leaders to strengthen membership engagement and growth

Support Member Representation

- Participates in investigations and ensures compliance with respectful workplace standards
- Supports the grievance process and steward coordination across regions
- Works closely with the Statewide President, Executive Director, and statewide committees to ensure consistent policy application
- Helps maintain transparent communication with MAPE staff, Regional Directors, Local leaders, and members

RESPONSIBILITIES IN RELATION TO MAPE POLICIES

Grievance & Arbitration Policy

- Chairs the Employee Rights Committee and Arbitration Team
- Ensures stewards assigned to cases are trained, prepared, and supported in collaboration with MAPE staff and Regional Steward Directors
- Upholds standards of due process and fair representation

Grievance and Arbitration Responsibilities

- May appoint stewards to arbitration cases and appeal hearings
- Provides strategic oversight of grievance handling and arbitration preparation
- Ensures the grievance process complies with the MAPE contract, governing documents, and labor law

Steward Oversight and Accountability

- Provides oversight of Regional Steward Directors and the Employee Rights Committee
- Supports Regional Steward Director elections in compliance with established rules and timelines
- Investigates steward conduct concerns and administers corrective actions when necessary
- Ensures steward operations reflect MAPE's standards of professionalism and representation

MAPE's Respectful Workplace and Harassment Policies

- Participates in investigations and ensures compliance with respectful workplace policies within MAPE
- Acts as a neutral authority when the President is implicated in the policy violation

- Ensures confidentiality, fairness, and adherence to policy timelines

Respectful Workplace and Harassment Complaints

- Works jointly with the Executive Director, HR, and the Statewide President to receive and investigate complaints
- Serves as a neutral decision-maker when the Statewide President is the subject of a complaint, ensuring fairness, due process, and adherence to policy

KNOWLEDGE, SKILLS, AND ABILITIES

Strong relationship-building skills

Conflict management skills

Amenable to feedback

Full understanding of diversity of agencies

Organizing experience

Highly adaptable to frequent changes

Prior experience as a Regional Steward Director or direct involvement in grievance handling and arbitration

Commitment to fair representation, transparency, and organizational integrity

Commitment to comply with MAPE's Constitution, Bylaws, and applicable policies

TIME COMMITMENT

Half-time up to full-time union leave with accruals (ULV) when needed for Executive duties, Employee Rights Committee issues, and strike readiness.

RELATED POSITIONS

Statewide President

Statewide Secretary

Statewide Treasurer

Regional Director

Organizing Council Chair

Political Council Chair

Speaker of Meet and Confer Chairs

Statewide Vice President Expectations and Leadership Guide

Purpose of This Guide

This document outlines the expectations, governance responsibilities, and leadership standards for the MAPE Statewide Vice President. It complements the official position description and provides a clear snapshot of what effective service looks like in a member-driven union.

LEADERSHIP PHILOSOPHY

- The Statewide Vice President is expected to:
- Model union values of solidarity, equity, and member empowerment
- Serve as a visible and supportive partner to the Statewide President during workplace actions and contract campaigns
- Build strong, collaborative relationships with local leaders, stewards, regional directors, and MAPE staff

EXECUTIVE COMMITTEE ROLE

The Statewide Vice President contributes to:

- Strategic planning between Board of Directors, Employee Rights Committee, and Executive Committee meetings
- Oversight of statewide initiatives, including organizing, political engagement, and negotiations
- Ensuring committee chairs and members receive the support needed to fulfill their responsibilities

STEWARD SYSTEM OVERSIGHT

The Statewide Vice President plays a central role in:

- Maintaining a strong, accountable steward network
- Ensuring stewards receive training, mentorship, and support
- Addressing steward performance issues promptly, fairly, and consistently

JOB ACTION COMMITTEE OVERSIGHT

The Statewide Vice President plays a central role in:

- Maintaining a strong, accountable Local Vice President network
- Ensuring communication mechanisms and networks (technology and people) are in place for actions
- Supports Local and Agency based actions

MEMBER PROTECTION & ADVOCACY

Through leadership of the Employee Rights Committee, Arbitration Team and Job Action Committee, the Statewide Vice President:

- Ensures consistent interpretation and application of the contract
- Protects members' rights through grievance escalation and arbitration
- Works with legal counsel and staff to prepare cases effectively

MAPE WORKPLACE CULTURE & SAFETY

The Statewide Vice President helps maintain a respectful, harassment-free environment by:

- Participating in investigations with impartiality
- Ensuring policies are applied consistently across all levels of leadership
- Supporting restorative or disciplinary actions as appropriate

PARTNERING WITH COMMITTEES AND STAFF

- The Statewide Vice President works closely with:
- Statewide President and Executive Committee when the Board is not in session
- The Executive Director on investigations and operational matters
- Business Agents on steward concerns, Employee Rights Committee issues, and strike planning
- Organizing and Political Councils on mobilization and advocacy
- Regional Directors to ensure statewide consistency in representation
- Meet & Confer Chairs to identify intersections between Meet & Confer work and steward responsibilities