



ASEA IN ACTION

City & Borough of Sitka Chapter

Local Chapter Training

Officer training on Wednesday, August 20th and Friday August 21st was a big success. MaryAnn Ganacias and Ryan Kopiaz from ASEA headquarters in Anchorage were our presenters. President Shawn McLeod, Vice President Dan Berlad, Secretary Bev Brill, Treasurer Angie Schieler and Board Member Kristi Jones attended.

On Wednesday afternoon we discussed effective leadership, teamwork, officer duties and responsibilities as stated in the governing documents our union operates by.

On Friday we were joined by our GGU counterparts for a full day of learning how to conduct meetings, plan effectively, make executive board decisions, engage the membership and set Chapter goals. We also shared ideas with the GGU officers and discussed how we can improve our Chapters and encourage one another to build stronger memberships.

Reber Stein joined us and took photos of our activities. A big thank you to him for helping out.

The weather was amazing for Ryan's first visit to Sitka, We know he'll be looking forward to returning. He and Maryann had the chance to sample some of Sitka's finest cuisine, get a little shopping done and enjoy our beautiful town. We look forward to their return and thank them both for the great training they provided.



Notice Of Open Position: Receptionist/Mail Clerk Anchorage HQ

ASEA's receptionist/mail clerk is responsible for: (1) receiving and directing all incoming telephone calls and greeting the public and Union Members with a professional courteous demeanor, putting them at ease and asking pertinent questions; (2) disseminating information and directions in a clear and concise manner; (3) receiving, distributing and maintaining records of all incoming and outgoing mail.

Punctuality for this position is a **must** and work experience should reflect a clear speaking voice, tact, courtesy, and the demonstration of (Word, Excel and Outlook) required.

ASEA is an Equal Opportunity

Employer. Please access our website at http://afscmelocal52.org/asea-files/vacancy_recept_22sep14.pdf to get more information about this position.

Interested applicants mail or fax resume to:

Jim Duncan, Executive Director

ASEA/AFSCME Local 52

2601 Denali St. Anch., AK 99503

Fax: (907) 277-5206

**DEADLINE FOR APPLICATION
SEPTEMBER 22, 2014, 5:00 p.m.**

Important Dates

Sept. 2 & 3- State Executive Board Meeting - Fairbanks

Tuesday, November 4 - GENERAL ELECTION