



Local Officer Duties Worksheet

Office title: _____

Completed by: _____

Before you consult governing documents, what do you and your partner(s) think are the most important duties of your position?

| | APEA Constitution | Local Bylaws |
|---|-------------------|--------------|
| What does this document say should be done in my position? | | |
| What differences are there between what the document says and what I actually do? | | |

| | Duties I should do | Duties someone else might do (delegation, reassignment, etc.) |
|--|--------------------|---|
| What duties from the table above should be handled by you or someone else? | | |
| What duties are expected of your position but not written down? (Examples: attend site council meetings, meet with HR) | | |

What is currently expected of this position but not necessary to continue?
