

SECRETARY/TREASURER

- I. POSITION: Secretary/Treasurer
 - II. REPORTS TO: President
 - III. POSITION DEFINITION: An Officer elected all members of the Local
 - IV. FUNCTION: The responsibilities of the Local Secretary/Treasurer are as follows:
 - (1) Perform all duties as required by the CWA Constitution, Local Bylaws, state, and federal laws.
 - (2) Records minutes of Membership and Executive Board meetings.
 - (3) Be knowledgeable in the use of the computer as an aid for maintaining office records.
 - (4) Direct and oversee clerical staff.
 - (5) Negotiate Collective Bargaining Agreement with Union for Administrative Assistants.
 - (6) Assist the Administrative Assistants with maintaining the Local's files:
 - (a) Current records of the membership:
 - (b) Tracking dues payments of all members and non-members:
 - (c) Reports:
 - (d) Grievance/Arbitration cases: and
 - (e) Correspondence.
- THE ABOVE RESPONSIBILITIES SHALL ALSO BE SHARED WITH OFFICERS OF THE LOCAL**
- (7) Furnish the International Union and District with proper records, annual statements, and other reports as required or requested.
 - (8) Inform the Executive Board of changes in the International Union and/or District procedures.
 - (9) Assist the President with items for agendas at meetings.
 - (10) Meet federal, state, county, and city report requirements.
 - (11) Maintain records on employees of the Union.
 - (12) Operates as a member of a team.
 - (13) Become involved in Local decision-making process.
 - (14) Handle all Local finances.
 - (15) Maintain custody of all assets of the Local.
 - (16) Secure approval of and pay all bills.
 - (17) Generate a quarterly budget report for Executive Board Review.
 - (18) Report to membership meetings on the financial status of the Local.
 - (19) Plan and implement the budget in collaboration with the finance committee and implement as directed by the Executive Board.
 - (20) Cause an annual review of financial records by a Certified Public Accountant.
 - (21) Cause an audit of the financial records by a Certified Public Accountant, to be done at the close of the Locals fiscal year, every three (3) years to coincide with officer elections.
 - (22) Invest Local funds upon authority of the Executive Board.
 - (23) Handle bonding coverage.
 - (24) Prepare all required tax forms and government reports as they become due.
 - (25) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (26) Support and promote social and economic issues that are in the best interest of the membership.
 - (27) Participate in related Union activities as deemed necessary by the Executive Board.
 - (28) Delegate to the CWA Convention.
 - (29) Be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
 - (30) Educate and train replacement when the office is vacated.
- V. QUALIFICATIONS:
 - (1) Member in good standing.
 - (2) Member of the Union.
 - (3) Belief in the principle of Unionism.

- (4) Willingness to give of one's time and energy.
- (5) Ability to commit to long hours including evenings and weekends.
- (6) Attendance at meetings.
- (7) Expectation to participate in PAF