

POSITION DESCRIPTION: SECRETARY

Definition: The secretary position on the AFSCME Local 328 executive board serves as a link between the board members and the operation of union business, while providing a record of that business to the membership.

Required Duties:

- Attend and take minutes at monthly executive-committee meetings
- Attend and take minutes at monthly executive-board meetings
- Send Outlook appointments for executive-committee/-board meeting
- Disseminate letters of agreement to board members for subsequent voting
- Gather monthly reports from staff, board members and others and distribute prior to each board meeting
- Present transcribed minutes for board approval each month
- Post approved executive-board minutes to the Local 328 website
- Make annual room reservations for executive-committee/-board meetings
- Provide updated board roster to ICC chair for posting on the union website
- Maintain all records of our union (e.g., email-vote results, election results, correspondence, contracts, policies, etc.)
- Track monthly meeting attendance and email-vote participation for year-end incentive payments
- Submit updated board rosters to the International
- Participate in all email votes
- Check union email on a daily basis and respond to messages in a timely manner
- Sign checks as necessary

Suggested Activities:

- Make room reservations (standing and ad hoc) for staff and other board members
- Interface with data maintenance position and ICC chair for periodic document review and update

Support: The Local 328 secretary will receive a monthly stipend per the Officer Stipends policy.