

STANDARD JOB DESCRIPTION - Secretary-Treasurer

Job Description

Under Union and/or Executive Committee direction, co-ordinates and performs work of a clerical/financial/secretarial nature. May initiate and develop methods and procedures. Exercises independent judgment and initiative based on a knowledge of union procedures, practices and policies. Able to deal effectively and efficiently with members of the Union as well as other labour or union representatives, the media, etc.

Typical Job Duties

1. Acts as recording secretary for Membership and Executive meetings. Responsible for the distribution of minutes.
2. Prepares minutes of the Membership meetings for the Newsletter. Also is responsible for the list of Correspondence for the Local Newsletter.
3. Is a member of the Executive and is also an ex-officio member of the Communications Committee. Assists in the production of the Local Newsletter and other such materials as Division organizations may require. Also assists in the production of Contract bulletins and other Committee publications.
4. Prepares agendas for Membership and Executive meetings.
5. Is responsible for distribution of general information to the membership, which would involve the ability to use gestetner, gestefax and addressograph systems.
6. Shares in the responsibility for incoming and outgoing mail.
7. Shares the responsibility of establishing and updating Committee lists as well as advising the University of the membership of the Executive and their Departments.
8. Helps in the maintenance and development of membership files.
9. Purchases office supplies on a regular basis.
10. As a member of a small, integrated office unit, must keep abreast of current issues, Union policy and procedure.
11. Acts as Treasurer for the Local. Maintains such bookkeeping system as the Executive requires. Is responsible for monthly financial statements and annual audited reports.
12. Should attend all meetings pertaining to the financial operation of the Union.
13. Performs the following financial duties:
 - paying of bills
 - paying of full and part-time office staff
 - arranging signing authority with the Credit Union
 - deposit of Union revenues
 - picking up of dues deduction cheques and dues print-outs on a monthly basis
 - other duties as they arise
14. Maintains an up-to-date record of dues paid for all members. The system is used as a check against the Scriptomatics and the Current Members' File.
15. Ability of delegate work to others and to assume many of the duties of both the Union Organizer and Union Co-ordinator when necessary.