

## **Financial Secretary:**

The following is a summary of the duties of the Financial Secretary of Local 564. This is in addition to any other said duties assigned by the President and the provisions set forth in Article 16 of the International Constitution and the local bylaws.

Handle the Finances of the Local and comply with all the provisions of Article 16 of the International Constitution.

- Lost time
- Comp/Hold Time
- Payroll/Salaries
- Steward Pay
- All applicable Tax requirements
- Oversee Building Committee and its requirements
- Building Insurance coverage up to date
- Oversee the Union Hall and any required work improvements and repairs are done.
- Ensure timely payment of all Financial obligations
- Ensure all financial audits are done in accordance with applicable procedures.

Keep the Member Check off data base up to date each month.

Keep the member roster up to date with addresses and phone numbers each month.

Handle the Agency fee policy monitoring the policy for concurrence.

Handle all Dues payer events as required.

Take care of TWU State Conference & County Labor council financial obligations.

Keep all office supplies stocked, including Business cards letterhead etc. Coordinate all Phone Conferences/Video Conferences etc... with out stations and Presidents councils.

Provide a 1, 2, 5 and 10 year budget to the Executive Board.

Coordinate with vendors the purchases of Member Benefit items i.e. T-shirts, Hats, Calendars etc.

Responsible for the overall handling, tracking and maintaining copies of all Correspondence to & from the Local.

Disseminates postings, minutes, and motions results to Chairman/Officers.

Oversees website for accuracy and timeliness of postings.

Coordinate all expenditure motions results with the Treasurer.

Coordinate all membership postings i.e. Meeting dates letters etc.

Confer with Benefit Coordinators to ensure you are aware of Benefit/Policy/Procedural Changes within the benefits we cover.

Keep all Membership and Executive Board and other meetings minutes and meeting motions and the record of such votes up to date on file inclusive of outstations. Keep an active file on all Steward Meeting attendance and Membership meeting attendance.

Handle the day to day calls from members.