

## AFSCME LOCAL 3580: BOARD POSITION

# Recording secretary

---

### DUTIES FROM CONSTITUTION

- Keep a record of proceedings of all membership meetings and all executive board meetings.
  - Carry on the official correspondence of the Local, except as the executive board may direct otherwise.
  - Maintain bulletin boards with updated union news, training and meetings.
  - Maintain the Local's website with updated union news, training, meetings, activities and member accounts.
  - Perform such other duties as the executive board may require.
- 

### TIME COMMITMENTS

There are no assigned duties requiring coordination with management.

Volunteer time varies, expect 1 to 2 hours each week for miscellaneous tasks and about 2 to 4 hours per month for reports, minutes and other activities.

Board meetings: 1 per month, 90 minutes to 2 hours

Weekly officer check in: About 3 per month, 30 minutes

Local meetings: 1 per month, 1 hour

### MORE ON THE POSITION

The description in the Constitution is pretty accurate. Some duties involve coordinating others: for example, updates to bulletin boards may be sent to members at the site for them to post materials.

In addition to duties outlined in the Constitution, it currently coordinates new hire information for purposes of the Local's New member orientation program.