

## AFSCME LOCAL 3580: BOARD POSITION

# Secretary-treasurer

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### DUTIES FROM CONSTITUTION

- Receive and receipt for all monies of the Local union.
- Deposit all money so received in the name of the Local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer.
- Prepare and sign checks for such purposes as are required by the Constitution or are authorized by the membership or the executive board.
- Prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the Local's per capita tax each month and sent to the International \*
- Monitor the monthly membership report submitted to Council 75 and act as intermediary to dispute between Metro and the Local.
- Keep an accurate record of receipts and disbursements and shall, once each month submit to the membership a monthly operating statement of the financial transactions of the Local for the previous month.
- Act as custodian of all properties of the Local union.

- Give a surety bond for an amount to be fixed by the executive board of the Local union, at the expense of the Local union and through the International Union.
- See that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

### MORE ON THE POSITION

The description in the Constitution is pretty accurate, the item annotated with a “\*” is done by OR AFSCME Council 75.

The Local uses Quickbooks online to manage accounts and banking with OnPoint Credit Union.

OR AFSCME provides yearly financial standards training and there are many online resources to support Treasurer activities.

### TIME COMMITMENTS

There are no assigned duties requiring coordination with management aside from reconciliation activities of dues between management and Local as required.

Volunteer time varies, expect 1 to 2 hours each week for miscellaneous tasks and about 2 to 4 hours per month for reports, filings and expense reimbursement.

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