

Position overview of secretary treasurer for AFGE local 910

The secretary treasurer plays a crucial role in providing administrative and financial support to the local union. This position requires strong organizational skills, attention to detail and a solid understanding of financial management.

The secretary treasurer will work closely with the executive board members and external stakeholders to ensure the efficient operation of the local union and the effective management of its financial resources.

Responsibilities:

- Financial Management: maintain accurate financial records and ensure compliance with financial policies procedures and regulations according to the AFGE national constitution and local bylaws.
- Prepare the union's budget, monitor financial activities, and provide regular financial reports to the executive board and membership. Process and track membership dues, fees, and other financial transactions accurately and in a timely manner.
- Coordinate with the unions National and 9th district treasurer to ensure proper handling and recording of funds. Accurate administration and record keeping is a must.
- Prepare and distribute meeting agendas, minutes, and other materials for executive board meetings, general membership meetings, and other union events.
- Maintain official records including union bylaws, meeting minutes, correspondence contracts, and other related documents.
- Assist with the preparation and distribution of union communications, newsletters, announcements, and union social media.
- Handle incoming and outgoing correspondence emails and phone calls and ensure timely responses to inquiries.

Membership support:

- maintain accurate membership records including; new member applications, dues payments, and member contract information. Provide assistance and support to union members regarding membership benefits and other inquiries.
- Coordinate membership recruitment and retention efforts in collaboration with the board.
- Assist with organizing and promoting union events, meetings, and campaigns.

Collaborate and communicate:

- collaborate with other union officers and committees to facilitate effective communication and coordination of union activities.
- Serve as a liaison between the local union, National Union, and external stakeholders. Represent the union at meetings, conferences and events as required.
- Maintain a professional and positive relationship with members leaders and external entities.
- Qualifications: high school diploma or bachelor's degree preferred. Previous experience in an administrative or financial role preferably within a union or nonprofit organization. Experience with quickbooks and tax programs such as the LM3- FLRA and 990 IRS forms/ programs.

Strong organizational skills and attention to detail:

- Proficient and financial management budgeting and record keeping.
- Excellent written and verbal communication skills ability to work independently and in a team environment.
- Proficient in using computer software and applications including spreadsheet word processing and emails. Knowledge of Labor laws regulations and union operations as desirable.
- Familiarity with the American Federation of Government Employees organization policy, the MCBA and hospital policy, rules and regulations is a plus.