

DUTIES OF THE SECRETARY

- Maintain the non-financial files and records of the organization
- Be the custodian of the seal and charter of the organization
- Shall record and keep accurate minutes of the meetings of the membership and the Executive Board
- Assist the President in handling the correspondence of the organization
- Oversee the work of, receive and certify the reports of the Elections Committee
- Perform other duties as delegated by the President, or assigned by the Executive Board
- Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act
- Where appropriate, the UAFT may merge the offices and duties of the Secretary and Treasurer

DUTIES OF THE TREASURER

- Receive, record and deposit all dues monies and other income in the name of the UAFT
- Maintain accurate membership records
- Issue membership cards and notices of delinquency
- Be one of the responsible financial officers of the UAFT and be authorized to co-sign financial instruments and make regular and usual disbursements of funds
- Maintain all financial records of the UAFT
- Arrange for an independent audit of the finances of the UAFT annually and make same available to the Executive Board and membership
- Transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers, the Chief Financial Officer of APEA-AFT and similar officers of all other bodies with which the UAFT is affiliated
- Chair and oversee the work of and receive reports from the Finance Committee;
- Shall be a member of the Leadership Committee
- Perform other duties as delegated by the President or assigned by the Executive Board
- Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT
- Where appropriate the UAFT may merge the offices and duties of the Secretary and Treasurer