

# SECRETARY

## **PURPOSE:**

Through collaboration with other members of the Local Executive team, maintains accurate records and manages correspondence for the Local.

## **ACCOUNTABILITIES:**

### **TIER 1 ACCOUNTABILITIES**

- 1. In collaboration with the Local Executive team, maintain an accurate database for the Local membership.**
  - Responsible for updating and maintaining MIR in collaboration with the Local Executive team and Bargaining Unit Representatives.
- 2. Ensure Local processes for the collection, receipt and sharing of Local membership information, in compliance with ONA's privacy policy, are reviewed when sharing membership information.**
  - Is aware of ONA policy re confidentiality of membership information.
- 3. Work in collaboration with Bargaining Unit Presidents to monitor the status of and update membership and executive information, and by utilizing appropriate forms and/or reports, forward this information to ONA Toronto office attention Dues/Membership.**
  - In conjunction with Treasurer, maintains DRR, MIR and carries out other duties as per Local policy.
- 4. Ensures the Bargaining Unit is actively signing up members**
  - Bargaining Unit Presidents provide the forms to Secretaries for filing to ONA.
  - Maintain copy of these forms locally.
- 5. As per the Constitution, ensures all information pertaining to Local activity is recorded, maintained and accessible as needed.**
  - Records Minutes
  - Identify educational needs for Secretary duties to Local
  - Minute inclusions: - attendees, agenda, Treasurers Report with present balances and any issues arising. Minute educational needs, plans and may have responsibility to plan and keep records of education attended. Minute approval of special dues levy and appointment of auditor. Minute discussion and topics and outcomes/motions – include Action Plans. (See Guide to Minutes, Motions and Meticulous Meetings)