

(e) The Secretary-Treasurer

The position of Secretary-Treasurer will be paid an honorarium as described in Appendix D. The Secretary-Treasurer is expected to work an average of six and a half (6.5) hours a week. No overtime will be paid for this position.

The Secretary-Treasurer shall:

- ~~Preside over membership and Executive Board meetings in the absence of the President.~~
- ~~The Treasurer shall be~~ Be responsible for the preparation and drafting of each yearly budget. The draft budget must be approved by majority vote of the Local Executive before it is presented and debated at a General Membership Meeting.
 - i. This draft shall be distributed to the membership so as to allow no less than one (1) week examination prior to the date of that General Membership Meeting.
 - ii. After the budget has been approved by the membership, any major change in the categories or amounts outlined in the annual budget must be reported and receive approval at a membership meeting (for which a Notice of Motion has been given to the membership).
- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Be a signing officer and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership.
- In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.

- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Executive Board **including but not limited to advising on the financial implications of strategic and operational plans, financial forecasts based on actual spending, investment opportunities and outcomes.**
- **Be empowered to invest assets in GIC's with the approval of the majority of the Executive Committee, if no investment plan has been approved by the membership.**
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary/Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which Local 3912 is affiliated.
- **Submit within fourteen (14) calendar days upon request by either the Trustees, President or the Executive Committee all record books and vouchers; all receipts, cheques, and bank statements issued and received; and a detailed written report of all expenditures and disbursements of the funds of the Local; and/or a summary of the audited financial statements of the Local.**
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. ~~Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.~~ **Facilitate the yearly auditing process engaged by the Trustees, including responding in writing to any of their recommendations and concerns raised during the audit process within 72 hours.**
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.

- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local 3912's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
- On termination of office, surrender all books, records, and other properties of the Local 3912 to their successor.

(Article B.3.4 to B.3.8)