

The **Secretary-Treasurer** shall:

- ✓ be responsible for keeping all financial accounts of Local 556 and shall be responsible for maintaining correct and proper accounts of all its members;
- ✓ maintain the financial accounts of Local 556;
- ✓ be responsible for maintaining, organizing, safe-guarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by Local 556;
- ✓ regularly make a full financial report to meetings of the Local 556 Executive Board;
- ✓ provide a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- ✓ keep on file all receipts for money sent to the CUPE National during the year;
- ✓ submit the Local's books and records to the Trustees for audit at least once each calendar year, and in addition to providing all books, records, invoices, other supporting documents, and original bank statements, must also furnish the Trustees with a letter from the bank(s) where the funds of Local 556 are deposited, attesting to the amount to the credit of Local 556 at such bank(s)
- ✓ within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees in accordance with Article B.3.12;
- ✓ forward to the National Secretary-Treasurer of the Canadian Union of Public Employees, on the official monthly report forms provided, not later than the last day of each month, all financial obligations for the previous month owing to the Canadian Union of Public Employees
- ✓ forward (\$1.00) of each initiation fee on all members admitted (except for those named on the list forwarded with the application for a charter) along with the per capita tax on all dues received by Local 556.
- ✓ At the end of his/her term of office, the Secretary-Treasurer shall turn over to his/her successor, all properties and assets, including funds, books and records belonging to Local 556
- ✓ advise each employer on an annual basis or upon an amendment, of the applicable rate of dues, assessments and initiation fees;
- ✓ have the option of taking one (1) day paid leave per month to perform Secretary-Treasurer duties.