

## CLC-AFO SECRETARY'S RESPONSIBILITIES

Responsibility	Frequency
Take notes at General Meeting and submit to Local 504	Each semester
Review lists provided by Human Resources Department	Each semester
Respond to phone messages left at Local 504 or on CLC voice mail	As needed
Send membership application forms to adjunct faculty	Upon request
Attend Board meetings	Shared with other officers; 2-4 times per year
Attend various union meetings: Local 504, IFT Community College Council, IFT Convention, AFT Convention	Local 504 – 5x per year IFT College Council: 2 x per year* IFT Convention – every 3 years* AFT Convention – every 3 years* *shared with other officers
Attend Officers' meetings	Once per month, fall & spring semesters
Assist with planning of General Meeting on CLC Orientation Day	2 x per year
Recruit and manage Division Reps	As needed
Participate in negotiations preparations and be present during negotiations	Every 3 years

### Secretary's Perks

Per CLC-AFO by-laws:

-\$300 stipend paid at end of fall and spring semesters from CLC-AFO treasury

Per Union Contract:

-4 days paid leave, without loss of pay, per calendar year, for purpose of union leaders' attendance at executive council meetings, PD, conferences, conventions, etc.; shared by officers

Local 504:

-dues rebated less taxes

-\$50 stipend, dinner and mileage for each Executive Council meeting attended

-Professional development offered by Union Leadership Institute; most expenses paid

NOTE: This is a general description which is subject to change, depending upon the needs of the Council.