

LOCAL LODGE OFFICER ROLES AND RESPONSIBILITIES

LOCAL LODGE ADMINISTRATION

**Prepared for training held
Saturday, February 7, 2015**

PRESIDENT

- Presides at Local Lodge and Executive Board meetings
- Decides all questions or disputes not controlled by laws of IAM and/or LL2297 bylaws
- Appoints committees not otherwise provided for
- Appoints an Educator and Communicator
- Enforces the laws of IAM and LL2297 applicable to the Local Lodge and its' members
- Countersigns any and all checks drawn by Secretary Treasurer

VICE PRESIDENT

- Assist the President in maintaining order
- Presides at all meetings where there is an absence of the President
- Countersigns checks in absence of President under certain conditions subject to approval of Local Lodge
- In case of death, removal, or resignation of the President, shall become the President for the unexpired term of office.

RECORDING SECRETARY

- Receives, communicates and exchanges required correspondences in name of the local lodge
- Presents communications and bills at Executive Board and/or scheduled monthly local lodge meetings
- Delivers bills for the files of the Secretary Treasurer
- Prepares credentials for conventions or other similar meetings held by the IAM or Lodge Affiliates
- Keep minutes of local lodge meetings/executive board meetings whether regularly scheduled or emergency
- Responsible for the safe guarding and proper use of the LL seal

SECRETARY-TREASURER

- Receives and deposits funds of local lodge
- Pays bills by check with countersignature of the President
- Collects dues and/or fines as appropriate
- Keeps an account of all disbursements and completed required paperwork/records
- Submits financial books to auditing committee semi-annually for inspection
- Updates and issues membership cards verified by check off reports or direct payment receipts.

CONDUCTOR-SENTINEL

- Determines whether those in attendance at Local Lodge meetings are entitled to be there
- Reminds members in attendance to sign-in the log book to adhere to local lodge bylaw requirements
- Notifies the President or Presiding Officer when all members are in the room and gives reminders of the time to the chair to ensure a prompt call to order
- Helps to maintain the rule of order by direction of the President or Presiding Officer

TRUSTEE (3)

- Responsible for all Local Lodge property
- Ensures financial books are properly kept and assist auditing committee persons with semi-annual audits
- Inspects, verifies and signs bill payment and member reimbursement vouchers for lost time or expenses approved by the members

COMMUNICATOR

- Keeps members fully informed on internal union matters utilizing methods approved or directed by the President and the Executive Board
- Keeps members fully informed on proposed changes by the employer to working conditions/conditions of employment/etc.
- Keeps members informed on legislative and political issues possibly affecting them or their families as directed by the President
- Detects and stops rumors-Acts as an ambassador of good will for the union and its' leaders
- Urges attendance and participation at union meetings and post notifications of monthly meetings and other pertinent information on approved union bulletin boards.
- Occasionally disburses copies of PLANETALK news flyers
- Is a non-voting member on the Executive Board

EDUCATOR

- Makes recommendations to the President as to the type of training that is available and the value that such training would offer to the successful administration of lodge affairs
- Prepares training materials for either visual/audio or printed hand outs and coordinates such training with subject matter experts or the Territorial Educator
- Is expected to be knowledgeable on a variety of subjects and be a good communicator
- Is a non-voting member on the Executive Board

AUDITOR (3)

- An Auditing Committee of three (3) people are elected by the local lodge.
- They are nominated and elected at the same time and for the same three-year term as the Constitutional officers of the lodge.
- The Auditing Committee has the responsibility to see that the books and financial records are in proper order, that all receipts are properly entered, and that there is proper authorization and vouchers for all money paid out by the lodge.
- The Auditing Committee's Duties are to examine the books and accounts of the lodge.
- The IAM Constitution states that audits must be conducted semiannually, (June and December). The (3) Auditors are assisted by the (3) Trustees.
- The Audit Committee should report on the audit each time to the membership and submit a written report signed by the Auditors and Trustees and bearing the lodge seal to the Grand Lodge.