

Duties of the Secretary-Treasurer:

- a) to arrange for the keeping of minutes and records of Unit Executive and General meetings.
- b) to be one of the three signing authorities for the Unit.
- c) to keep accurate account of Unit finances and report to each Unit Executive meeting regarding the status of Unit finances.
- d) to report at the General Meeting the status of Unit finances.
- e) to present the projected budget on behalf of the Unit Executive for approval by the membership at the Annual General Meeting.
- f) to be a member of the Collective Bargaining Committee.