

# Duties *of* IAM Local Lodge Officers

---

**A Guide for IAM Local 2921 Members**



[screeners.iamaw.ca](http://screeners.iamaw.ca) • [info@screeners.iamaw.ca](mailto:info@screeners.iamaw.ca)



**T**his guide deals with the main duties of local lodge officers as set forth in the IAM Constitution, Article C. The IAM Constitution designates the President, Vice President, Secretary-Treasurer, Recording Secretary, Conductor-Sentinel and a board of three Trustees as the officers of a local lodge. Other key personnel of a local lodge designated by the IAM Constitution are the Communicator, Educator and Auditor positions. Training will be provided for all officers elected. The duties below are a summary.

## **Duties of the President**

It is the President's responsibility as the chief executive officer to give leadership in the activities of the lodge. The way to accomplish this is to regard all the officers as a leadership team and see that regular meetings of the officers are held so that the problems and programs of the lodge are thoroughly discussed.

### **Chairs Local Lodge Meetings**

In chairing the meeting, the President should act as the referee of the meeting, rather than a participant. The President must be fair and impartial during the meeting, letting everyone be heard and encouraging the lodge to make decisions democratically for the benefit of all.

### **Signs Vouchers and Cheques**

The President must make sure that all checks are properly drawn and that the bills being paid have been approved by the membership.

As chief executive officer of the lodge, the President is responsible for the constitutionality of every motion that is passed by the lodge.

The President is required by the Constitution to countersign both the authorizing voucher and the cheque.

### **Appoints Communicator and Educator and Committees**

The President appoints the Communicator and Educator and most Local Committees unless Local Lodge bylaws require an election.

### **Enforces the Bylaws and Constitution**

The President of the lodge is responsible for enforcing the IAM Constitution applicable to the local lodge.

## **Duties of the Vice President**

The Vice President is expected to assist the President and to be an active member of the officer group. The President should encourage and support full participation by the Vice President. The IAM Constitution sets forth the following specific responsibilities:

- Chairs meetings when the President is absent.
- Helps keep order at meetings.
- Assumes duties of the President in his absence, as prescribed in the Constitution.
- Becomes President if the President dies, resigns or is removed, and serves for the remainder of the unexpired term, until after the next regular election.

## **Duties of the Recording Secretary**

### **Conducts Correspondence for the Local Lodge**

The Recording Secretary receives and conducts official correspondence. He or she must also keep orderly files.

### **Keeps Minutes of Meetings**

The Recording Secretary must keep minutes of Executive Board meetings, regular lodge meetings and any special lodge meetings.

The minutes of the meetings of a lodge should be an accurate record of every action of the lodge.

### **Presents Communications and Bills at the Meeting**

Under the IAM Constitution the Recording Secretary is the officer who is charged with the responsibility of receiving and writing letters for the local lodge. The Recording Secretary acts on behalf of the lodge at all times. He or she does not have the authority to file or dispose of a piece of correspondence until it has first been presented to the lodge.

It is also the responsibility of the Recording Secretary to present all bills either in detail or summarised form.

## **Prepares and Signs Vouchers**

It is the Recording Secretary's duty, under the Constitution, to issue the vouchers which authorize the payment of bills as voted by the Lodge and recorded in the minutes.

The Recording Secretary prepares and signs all credentials of delegates to the Grand Lodge Convention and is responsible for Local Lodge-Grand Lodge officer election procedures.

## **Keeps the Seal of the Local**

The Recording Secretary keeps the seal of the Lodge and affixes it to applicable documents.

## **Duties of Secretary-Treasurer**

The Secretary-Treasurer is the disbursing officer and prepares cheques as authorised by a voucher prepared by the Recording Secretary.

The Secretary-Treasurer also collects dues, fees and other income of the lodge. Additional duties are:

- The Secretary-Treasurer also keeps an account of all receipts and disbursements and makes a report at the membership meeting.
- Each month they send per capita tax payment and a report on the members to the IAM General Secretary-Treasurer.

## **Duties of the Conductor-Sentinel**

- Checks to make sure that the people at the meeting are entitled to attend.
- Escorts visitors and new candidates in and out of lodge meeting.
- Guards the door of the lodge meeting and admits those entitled to attend.

## **Duties of the Trustees**

- In charge of all property belonging to the lodge. The Trustees have the responsibility of making sure that the property of the lodge is maintained intact in accordance with the best interest of the union.
- Assist Auditing Committee in auditing the books and sign the reports.

## **OTHER LODGE PERSONNEL DESIGNATED BY THE IAM CONSTITUTION**

### **Duties of the Auditors**

An Auditing Committee of THREE (3) people is 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:**

- Examine the books and accounts of the lodge. The IAM Constitution states that audits must be conducted semiannually, at the close of June and December. The three auditors are assisted by the Trustees.
- Report on the audit each time to the membership and to the Grand Lodge.

# **NOTES**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Produced by the International Association of Machinists  
and Aerospace Workers Canada © 2012 • [www.iamaw.ca](http://www.iamaw.ca)



IAMLL901