

Position Overview

The Recording Secretary is an elected Executive Officer of the Local Union who plays a central role in communications, record-keeping, and supporting the administration of union business. They ensure accurate documentation of meetings, manage correspondence, and serve as the communications lead for the Local Union, maintaining transparency and connection with members. The Recording Secretary ensures the Local Union's operations are documented, communicated, and accessible to both the Executive Board and the membership, strengthening accountability and engagement.

Working Conditions

Working closely with the President, the Recording Secretary is responsible for all communication to members. This position is office based with extensive use of computer systems, IT programs, and digital tools including union database, social media and Microsoft programs. The Recording Secretary is required to attendance at Executive Board meetings, Local Union membership meetings, and other union-related events. The work of the Recording Secretary may involve evenings or weekends to meet reporting deadlines, member communications, or union campaigns. Additionally, the Recording Secretary may be asked to attend bargaining sessions in a communications capacity (not as a committee member) to take notes and support bargaining campaigns.

Key Skills and Attributes

- Must be an active member of the union in good standing.
- Advanced ability with IT programs: Microsoft Office, Canva, website content tools, social media platforms, databases, and email systems.
- Exceptional written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities, deadlines, and communications streams.
- Discretion when handling sensitive correspondence, grievances, or member information.
- Strong working knowledge of the Collective Agreement
- Commitment to teamwork, accountability, and supporting the Local Union's mission.

Key Responsibilities

- Take accurate minutes at all Local Union meetings and maintain an official record of proceedings.
- Provide agendas and meeting notes to the Executive Board and membership.
- File and maintain union documents, correspondence, and records for future reference.
- Sign requisitions for funds authorized by the Local Union (with the Secretary Treasurer).
- Draft all member communications with direction from the President.
- Manage and update social media platforms (e.g., Facebook, Instagram).
- Create and maintain website content, newsletters, and email campaigns.
- Act as communications director for bargaining campaigns, supporting strategy and messaging.
- Record grievances and maintain related documentation.
- Oversee Local Union committees, requesting reports or meetings, and communicating updates to the Executive Board and membership.
- support the appeals process if required.
- Read all documents and correspondence not assigned to another officer and respond as a spokesperson of the local union with the President's assistance.
- Bring any correspondence requiring action to the members' or Board's attention.