

# INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS



**Excellence Through Education:  
Innovate, Collaborate, Create**

**January 21-23, 2019 • Los Angeles, CA**

## **Best Practices for Secretaries**

**January 22-23, 2019**

# Best Practices for Secretaries

## Presenters:

- Mathew Golsteyn - IAFF  
Chief of Operations
- Ryan Weber – IAFF  
Assistant to the General Secretary-Treasurer for Finance and Membership
- John “Jack” Doll – A-29 – New Jersey  
Secretary - Prof. FF Assoc. of New Jersey
- Ralph Dowling – L-718 – Boston  
Secretary

# Best Practices for Secretaries

## Roles & Responsibilities of an IAFF Local Secretary



# Best Practices for Secretaries

## Goals and Objectives:

- Define the Roles and Responsibilities of the Local Secretary pertaining to:
  - Maintenance of Documentation
  - Membership Information
  - Union Meetings
  - Communications



# Best Practices for Secretaries

## Lets Talk about YOU!

- Combination Union Secretary-Treasurer?
- Years of Service?
- Training or Mentoring?
- Size of Local?



# Best Practices for Secretaries

Responsibility!!!!



# Best Practices for Secretaries

## Local Executive Board

- Documentation
  - Minutes
  - Constitution and By-Laws (IAFF and Local)
  - Labor Contracts (for those with Collective Bargaining)
  - Grievance Records
  - Arbitration Awards
  - Membership Records
  - Election Records
  - Correspondence (Incoming/Outgoing)
  - Historical



# Best Practices for Secretaries

## Minutes

- What are Minutes?
  - What happened, not what was said
  - Who, What, When, Where??
  - Motions
  - Maker, Second/Action
  - Must be approved at next regularly scheduled meeting

## POP Quiz!





# Best Practices for Secretaries

## Minutes

TRUE or FALSE?

The Secretary DOES NOT have to allow a member in good standing permission to view the Local Union Minutes Book?

**FALSE**



# Best Practices for Secretaries

## Minutes

TRUE or FALSE?

The Minutes of the Executive Board should always be considered confidential?

**TRUE**



# Best Practices for Secretaries

## Minutes

TRUE or FALSE?

Members have the right to request that their view on any matter be “placed on the record”?

**FALSE**



# Best Practices for Secretaries

## Minutes

TRUE or FALSE?

When leaving office, all files and records become the personal property of the departing local Secretary?

**FALSE**



# Best Practices for Secretaries

## Minutes

TRUE or FALSE?

The governing rules within the local Constitution and By-Laws CANNOT be suspended at a meeting?

**TRUE**



# Best Practices for Secretaries

## Minutes

- Meetings
  - Membership sign in ledger
  - Rules of Order Manual
    - Atwoods
    - Roberts
  - Local policies – procedures manuals
  - Collective bargaining agreement (as it pertains)
  - Constitution and By-Laws (Order of Business)
  - Minutes Book
  - Agenda



# Best Practices for Secretaries

## Constitution and By-Laws

- Defines the primary objectives of the Local and how it will function
- It is a legally binding contract between the Union and its membership
- Copy MUST be on file at IAFF headquarters in DC
  - If you don't have a copy at the IAFF, you can email an electronic copy to:

**[CONSTITUTION@IAFF.ORG](mailto:CONSTITUTION@IAFF.ORG)**

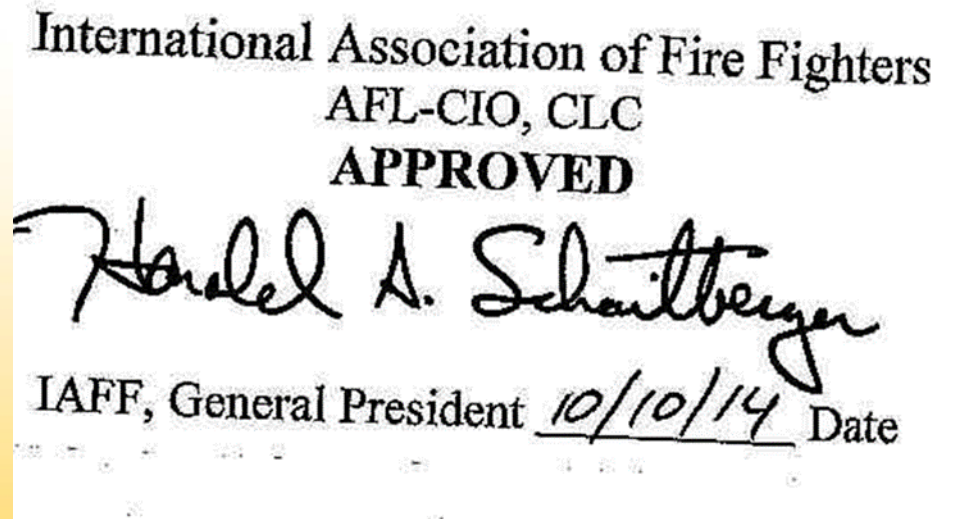




# Best Practices for Secretaries

## Constitution and By-Laws

- IAFF By-Laws require Local By-Law reviews every 4 years regardless of modifications
- IAFF acts as a clearinghouse of your local's history!
- Approved By-Laws get the General President's Seal of Approval!





# Best Practices for Secretaries

## Collective Bargaining Agreement

- Meet and Confer
- Contracts
  - Recording Secretary during negotiations
  - Must be very specific and deliberate
- Complete Contracts should be forwarded to [klopez@iaff.org](mailto:klopez@iaff.org)



# Best Practices for Secretaries

## Grievance/Arbitration

- Time frames
- IAFF Arbitrator database  
<http://www.iaff.org/adb/>



# Best Practices for Secretaries

## Membership Records

- Accessible on the IAFF website under the General Secretary-Treasurers page at <http://my.iaff.org/>
- A wealth of additional resources can be found at this location
  - Download your local roster
  - Membership updates
  - Local officer changes
  - GST Library



# Best Practices for Secretaries

## Additional Records

- Election results
- Historical records
  - Locals' charter
  - Old contracts
  - Old grievances
  - Significant correspondence



# Best Practices for Secretaries

## Document Retention

- How long do you keep documents?
  - Charter – (Forever)
  - Seal – (Forever)
  - Constitution & By-Laws – (Forever)
  - Minutes – (Forever)
  - Election Ballots – (2-3 years)
  - Financial Records – (5-7 years)

All records to be transferred to successor in office.

**DISCLAIMER: These timeframes are “best practice”  
and may vary within local policies**



# Best Practices for Secretaries

## Document Storage

How do you do it?

- Cloud
- Dropbox
- Back up drive
- Computer Network
- Internet based 3<sup>rd</sup> party
- Thumb drives

However you do it, make it consistent and transferable!!!



# Best Practices for Secretaries

## Membership Communication

How do you do it?

- Many options
  - Text
  - Email
  - Social media (apps, web page, Facebook, etc.)
- Local size
- Apathy of membership
- Flooding the airwaves
  - More is not necessarily better
  - Pertinent and timely



# Best Practices for Secretaries

## Additional Tools and Resources

- Manual of Common and Related Procedures
- Sample By-Laws
- Local Union Administration Manual
- All found with the GST Library

<http://www.iaff.org/library/gst.html>





# Best Practices for Secretaries

Questions?

