

**Job Duties for Branch Secretaries**

Branch Secretaries are elected by their local chartered IWW branch according to their Branch by-laws.

Branch Secretaries are responsible for collecting reports from all branch delegates on a monthly basis. They consolidate these reports onto the Branch Secretary's Monthly Financial Report and forward this report, along with the delegate reports and the GA funds, to headquarters or to the branch treasurer (in those branches where these offices are discrete) who will then forward reports to headquarters. Failure to report monthly will cause headquarters' records to become out of date and list members in bad standing. These members will then not receive the GOB, referendum ballots, or the Industrial Worker.

Branch Secretaries are responsible for keeping the financial records for their branch, including logging income and expenses and securing the branch treasury, except in those branches where the Branch Treasurer is a separate, elected position, in which case, the Branch Treasurer will be responsible for these tasks.

Branch Secretaries are also often responsible for securing a consistent location and time for monthly branch meetings. Branch Secretaries are often responsible for notifying all members of the time and place of monthly meetings, and maintaining a branch membership list. The particular duties of each branch secretary will vary to some degree.

Branch Secretaries are responsible for ensuring that minutes of monthly branch meetings are distributed to all branch members.

Branch Secretaries are responsible for acting as the main contact from their branch to their assigned member of the General Executive Board. Any issues that affect the union as a whole or need the larger support of the union (such as a major organizing campaign, a lawsuit, etc.) should be reported to the GEB through the branch's assigned board representative.