

General Secretary-Treasurer Job Description

Maintains Union Membership Records:

Receive reports from delegates and branch secretaries, for same, and update all dues records within two weeks of their receipt. In the event of discrepancies between headquarters records and the report, the delegate(s) responsible shall be contacted in an effort to resolve the discrepancy. In general, the member's card governs; however, delegates who are incorrectly filling out reports or cards shall have the problems called to their attention.

Receive dues from members not reporting through delegates, returning their stamped-up membership card within one week of receipt of same. Where appropriate encourage such members to make contact with other members in their area and assist them in creating an IWW group. Enter all dues into the membership database, and make mailing labels or other membership information available as needed for mailing the General Organization Bulletin and other official mailings, or to branches and delegates for appropriate organizational needs.

Maintain Industrial Worker Bundle and Subscription Records:

Maintain database of Industrial Worker subscribers, entering new subscriptions and renewals as received and notifying lapsing subscribers so that they may renew.

Maintain database of Industrial Worker bundles, including recording payments for bundles, periodically checking with all recipients to verify that they wish to receive the number of papers being sent and are paying for them. (Members and branches are presently charged 20 cents per copy per issue for bundles; bookstores and other commercial accounts charged 50 cents per copy sold.)

Maintains Financial Records:

Receive funds for union dues, literature sales, the Industrial Worker and other purposes. All funds received shall be promptly recorded into the union's book-keeping system, and deposited within two weeks into the union's bank account.

Issue payments for bona fide union expenses, by check drawn on union accounts except for small amounts paid out of petty cash and receipted. Receipts or invoices shall be kept on file for all payments.

Make arrangements with the GEB chair and/or designated check co-signer (Article IV -Sec. 1e) for all checks to be countersigned.

Make all records of receipts and disbursements available to the audit committee elected by General Assembly, and to the General Executive Board upon request.

Prepare and disseminate financial reports to the membership. Prepare in consultation with GEB and Finance Committee an annual budget for each calendar year.

Prepare an annual financial report covering the fiscal year (July 1 – June 30), and present to General Assembly and membership.

Maintain accounts and funds for any chartered Industrial Unions, to be expended for legitimate union business authorized by those bodies. Maintain accounts and funds for Industrial Union or General Membership branches requesting such assistance.

Take charge of funds and other union property from Industrial Union or General Membership branches, or from IWW organizing committees and other bodies, that cease to exist.

Maintains Union Records:

These records shall include correspondence, official reports, Assembly Minutes, Industrial Workers, GOBs, financial records, and contracts and agreements with employers entered into by the union or its branches.

Keep a copy of each piece of official union literature, and make them available to branches and members.

Responsible for official union correspondence. Responsible for maintaining union compliance with laws and regulations.

Ensure that all local, state and federal payroll taxes and reports are collected from employees and filed with the government on a timely basis. Complete and file the required LM annual report with the U.S. Department of Labor on or before Sept. 20. Attach 2 copies of IWW constitution if it has been amended in the previous year. Complete and file the required 990 annual return with the Internal Revenue Service on or before Sept. 20.

Issue charters to branches and industrial unions as directed by GEB. Make official seals available to all chartered Industrial Unions and branches.

Issue General Organization Bulletin:

The GOB shall be issued as per the constitution. The GOB shall be sent to all members in good standing, and contain reports from union officers including monthly financial reports and a list of all delegates filing reports.

It shall also provide notice of all pending referenda, and publish letters from members. At the GST's discretion notes from delegates in the field, union news and other items may also be included.

Maintain Record of Delegates Authorized to Collect IWW Dues:

Provide delegates with a copy of the delegate manual and any additional assistance they may need in order to properly fulfill their duties. Provide delegates with reporting forms, membership applications and cards, dues stamps and other supplies.

Issue mailing at beginning of each calendar year to delegates and branches asking them to itemize all IWW supplies in their possession, and indicate whether they have been elected to continue serving as delegate.

Issue clearance stamps to all delegates who properly file said inventory and either return all union supplies in their possession or are continuing as delegates.

Issue new, individually signed and numbered delegate credentials to all eligible delegates selected by branches or otherwise. (Eligibility and other criteria are set out in Article IV of the IWW Constitution).

Hire and Oversee Staff as Necessary:

The GST has the responsibility to hire and oversee staff as necessary to meet the union's needs. Wherever possible, preference shall be given to IWW members.

The pay rate is set by the General Executive Board, which also can determine maximum total hours as part of the budgeting process.

Work with Host Branch to Organize General Assembly:

Ensure that a packet containing all officer reports and resolutions properly submitted to the General Assembly (i.e., submitted by branches, the GEB or an ROC at least 60 days in advance) is provided to all delegates to the General Assembly.

Ensure that a proposed agenda and notice of all resolutions is circulated to all chartered branches, ROCs and registered delegates at least 30 days before the convening of the General Assembly. (The General Executive Board is charged with drafting this agenda.)

Ensure that records of eligible delegates and members are available at Assembly, so that the Credentials Committee can carry out its work.

Oversee Conduct of IWW Election:

No later than Sept. 15, notify all eligible candidates nominated at General Assembly and not declining of their nomination, and providing the deadline by which their candidate statement and indication of whether they accept nomination must be received.

No later than Sept. 15, notify all candidates nominated but ineligible according to headquarters records of their nomination, so that they may contest their ineligibility to the credentials committee if they so desire.

Issue a ballot (in duplicate) no later than Oct. 15 containing the names of all eligible candidates for union wide office who have accepted nomination, and a reasonable number of spaces for write-in candidates, as well as all referenda properly submitted. The ballot shall specify the date (no later than Nov. 30) by which all ballots must be received at headquarters in order to be counted.

Ballots shall be mailed to all members who have paid dues within the last four months; however, they will be counted only if cast by members in current good standing.

Ensure that the branch(es) in the city where headquarters is located elect a ballot committee of three members in continuous good standing for one year, and arrange with them a time and place at which the ballots will be counted.