



CUPE 374

GENERAL MEMBER BULLETIN

RE: March 9th General Meeting

March 2, 2022

Dear Members,

Just a reminder to everyone, that we have a General Meeting next Wednesday at 7pm via zoom. Please register [here](#). After registering, you will receive a confirmation email containing information about joining the meeting.

After almost 6 years, our Recording Secretary, Amanda Irving, is stepping down to focus on her career which has advanced and flourished. Thank you to all the hard work she has done for the local and myself, she has done an amazing job and these are huge shoes to fill.

This opens up the term of the Recording Secretary for election. Term to be filled till November 2023. I will be accepting nominations via email at president@cupe374.ca until 5pm March 9th. If we do not fill the position, someone will be appointed until the next General Meeting. Duties are included below.

If you haven't already subscribed to our mailing list and would like to receive Union Bulletins and Updates, please subscribe [here](#). If you have any questions, please contact your unit VP.

Thank you.

In Solidarity,

Shireen Clark
President, CUPE Local 374
www.cupe374.ca



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Summary of Recording Secretary Duties:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings and distribute to Executive Board members.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Maintain a motion log of General Membership and Executive Board meetings of motions carried and defeated.
- Maintain a donation log chronicling all donations made by the local.
- Note all donations in the minutes for future reference.