



National Association of Letter Carriers

Roles and Responsibilities of Branch Officers

Branch 4837

Table of Contents

1. President
2. Vice President
3. Recording Secretary
4. Financial Secretary/Treasurer
5. Sergeant-at-Arms
6. Stewards
7. Trustees
8. MBA & Health Benefits Representative

The following outlines general responsibilities of various officers within the local branch.

Please note that this is not a comprehensive list, but rather an overview of typical roles and functions these officers perform.

1. President

- **Responsibilities:**
 - Lead the branch and represent it in all official capacities.
 - Preside over meetings and ensure they are conducted efficiently.
 - Oversee the implementation of the branch's policies and decisions.
 - Act as the primary liaison with the national office and other branches.
 - Address member concerns and represent the branch in disputes.

2. Vice President

- **Responsibilities:**
 - Assist the President in their duties.
 - Assume the President's responsibilities in their absence.
 - Oversee specific committees or projects as assigned.

3. Recording Secretary

- **Responsibilities:**
 - Maintain accurate records of all meetings.
 - Handle branch correspondence.
 - Keep membership informed of meetings and important decisions.
 - Manage official documents and historical records of the branch.

4. Financial Secretary/Treasurer

- **Responsibilities:**
 - Manage the branch's financial accounts and transactions.
 - Prepare financial reports for meetings.
 - Ensure financial compliance and transparency.
 - Oversee budgeting and financial planning.

5. Sergeant-at-Arms

- **Responsibilities:**
 - Maintain order during meetings.

- Ensure meeting environment is safe and conducive to productive discussions.
- Assist in organizing events and meetings.

6. Stewards

- **Responsibilities:**
 - Represent and advocate for members in their respective work area.
 - Address grievances and workplace issues.
 - Communicate members' concerns to the branch leadership.

7. Trustees

- **Responsibilities:**
 - Oversee the financial affairs of the branch.
 - Conduct audits and provide financial oversight.
 - Ensure the branch's adherence to financial regulations and standards.

8. Benefits Representative

- **MBA Responsibilities:**
 - Provide information and guidance on Mutual Benefit Association benefits.
 - Assist members with MBA applications and claims.
 - Organize informational sessions about MBA benefits.
- **Health Benefits Responsibilities:**
 - Educate members about health benefit options.
 - Assist members with health benefit issues and claims.
 - Stay informed about changes in health benefits and insurance policies.

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