



BRANCH BOARD AND OFFICERS' DESCRIPTIONS

- Local branch can elect a board for 1-2 calendar year at a time.
- Members will elect a chairman, deputy chairman and secretary. In addition, at least two (2) and no more than ten (10) full members and an equal number of personal deputies or at least two general deputies shall be elected.
- The elected Branch Board will name the treasurer and other necessary officers and members of possible sections.
- There may be only one named officer for each task, except for membership officers, where you can name up to three people.

CHAIRMAN

- Responsible for the big picture
- Leading the speech at meetings
- Overseeing the regularity of operations

DEPUTY CHAIRMAN

- Acts as deputy to the chairman and as his "right hand man"
- Carry out mutually agreed tasks

SECRETARY

- Keep the minutes in the meetings
- Drafts proposals together with the chairman
- Manage correspondence
- Carry out other duties as assigned by the board

TREASURER

- Responsible for treasury management and bookkeeping
- Monitors refunds of the membership fees
- Responsible for transactions and managing payments
- Prepares a draft budget proposal for discussion for the board on the basis of the draft action plan
- Responsible for implementing other financial decisions of the board
- Responsible for keeping the department's accounts and preparing the financial statements
- Responsible for the storage and archiving of accounting and factual materials (f.e. receipts)

MEMBERSHIP OFFICER

- The trade union's membership officer has access to the union's electronic membership register service (Uniofy)
- Branch may name 1-3 member officers

YOUTH OFFICER

- The Youth Officer represents the young members of the branch (Under 31 years old)
- The recommendation is that one youth officer is elected per branch and the person is a member of the board.
- The Youth Officer is actively involved with young members.
- The youth officer organises activities for young people according to the resources of the branch and recruits young people to join the trade union.

STUDY OFFICER

- Responsible for the branch educational activities
- Responsible for planning and scheduling
- Takes care of marketing
- Organise the practical arrangements
- Takes care of TSL subsidies, participant lists, etc.
- Keeps contact with other study officers and the regional office.

INFORMATION OFFICER

- Huolehtii osaston kokousten ja tapahtumien tiedottamisesta jäsenille
- Laatii tarvittavat lehti-ilmoitukset ja toimittaa ne lehdille
- Vastaa osaston kotisivujen päivityksistä ja pitää ne ajan tasalla
- Toimii osaston edustajana sosiaalisessa mediassa

SOLIDARITY OFFICER

- Share information about the activities of the Trade Union Solidarity Centre of Finland (SASK) and PAM's solidarity work in the branch and receive training and materials to support their work.
- The Solidarity Officers Network meets twice a year at the PAM's Solidarity Meetings, conducts campaigns among members of the section (e.g., Fair Trade Week activities) and receives updates on upcoming solidarity events.

WORKING-LIFE OFFICER

- Participates in training and events related to working life and occupational health and safety.
- Bring up current issues and perspectives related to working life and occupational health and safety
- Responsible for the working-life infos to vocational schools
- Responsible for organising workplaces.