

## Things I do



**Mack I. Julion**

**A**lmost from the moment I was elected at the convention, I have had members asking me, “What does an assistant secretary-treasurer do?” “Are you Nicole’s assistant?” I would respond only in a general way, because that is consistent with the *NALC Constitution*. Like your branch bylaws, the *Constitution* stipulates the duties and responsibilities of all the national officers, national business agents (NBAs) and regional administrative assistants. There also is additional information on the NALC website, which provides more insight into what role I have in representing city letter carriers every day.

Article 9, Section 5 of the *Constitution* reads in part:

*The Assistant Secretary Treasurer shall serve as Secretary-Treasurer in the absence of the Secretary-Treasurer. **They** shall be under the direct supervision of the President, and shall perform such duties as may be assigned to **them** from time to time by the President. **They** shall serve as Secretary of the Executive Council when it is in session.* (The bold indicates the changes approved by the members at the 2022 Convention for gender neutrality in the *Constitution*.)

So, per the *Constitution*, I report directly to President Renfro, and the responsibilities I have, aside from acting as the secretary-treasurer in Nicole’s absence, are the secretary of the Executive Council. I am responsible for the minutes from our meetings. Otherwise, the office of the assistant secretary-treasurer is a separate entity with a professional staff to assist in the fulfillment of my other responsibilities. The NALC website lists the following as my responsibilities:

- Chair of the Committee of Laws
- Officer in charge of the Headquarters building
- Officer in charge of the Human Resources Department
- Member of the Fiscal Committee
- Officer in charge of approving and tracking all authorized wage reports

**Chairman of the Committee of Laws**—The Committee of Laws (Art. 11, Sec. 3) is composed of three members of the Executive Council appointed by the president. We are tasked with approving any changes by the branches or state associations to their bylaws, so long as they are not in “conflict with the *Constitution* or laws of this association.” It is also our responsibility to maintain the records of any changes approved by our committee. As the chairman, these proposed

changes are sent directly to me (Office of the Assistant Secretary-Treasurer) and I make a recommendation to other committee members before we make a final decision. Director of Safety and Health Manuel L. Peralta Jr. and Director of Life Insurance Jim Yates also serve on this committee. For the proper form or to submit proposed changes online, visit the page of the assistant secretary-treasurer at [nalc.org](http://nalc.org).

**Officer in charge of the Headquarters building**—I basically represent the “tenant” to the NALC Building Corporation, which actually owns the building. And, of course, the NALC and the Mutual Benefit Association (MBA) are the tenants. The NALC Building Corporation, which is overseen by the building trustees (Article 11, Sec. 1 in the *Constitution*) own several properties across the country that serve our members, including the Health Benefit Plan’s buildings in Ashburn, VA, and Marietta, GA; as well as several regional offices. The Headquarters building, which is appropriately named the Vincent R. Sombrotto Building, is prime real estate in Washington, DC, and is within walking distance of Capitol Hill. It is the home of letter carriers, and I am pleased to say that it is open again for members who want to stop by for a quick tour during business hours, 9 a.m. to 4 p.m. Monday through Friday, excluding holidays. No appointment is necessary.

**Officer in charge of Human Resources**—The NALC not only represents letter carriers, but we are an employer as well. With a professional staff and letter carriers working for us at Headquarters and in regional offices around the country, we have a manager of Human Resources and very competent staff to make sure that we take care of all the needs of our employees. This includes everything from a proper onboarding process to the allocation of benefits. Many of our workers belong to other unions, so we want to make sure that their work environment is consistent with the same standards we seek for our members.

**Member of the Fiscal Committee**—This is where I work closely with the secretary-treasurer and the other resident officers concerning the finances of the NALC. The Fiscal Committee (Article 11, Sec. 2 in the *Constitution*) is composed of all the resident officers, yet we need only three to serve on the committee at any time to examine, approve and pay the bills.

**Officer in charge of approving and tracking all authorized wage reports**—I work with the regional offices approving the requests of our members who are working on various assignments for the NBAs.

**There also are the officers’ trainings that are done in conjunction with the secretary-treasurer’s office**, the regional rap sessions, state conventions and branch events that require frequent travel. I know it’s a lot to juggle, but I am still a letter carrier, so I am not afraid of hard work!