

## STANDARD JOB DESCRIPTION - Union Co-ordinator

### Job Description

Under union and/or Contract/Executive Committee direction, co-ordinates and performs work of an ~~clerical~~ <sup>administrative</sup> nature. May initiate and develop methods and procedures. Exercises independent judgement and initiative based on a knowledge of union procedures, practices and policies. Able to deal effectively and efficiently with members of the union as well as other labour or union representatives. \*

### Typical Job Duties

1. The Union Co-ordinator is responsible for:
  - maintaining office files
  - mail - incoming and outgoing
  - General Correspondence
  - keeping an accurate membership list and address file
  - updating scriptomatic file
2. Maintains office - keeps office equipment in good working order
  - orders office supplies such as: paper, gestetner, photocopier
  - buys and makes coffee, etc.
3. Answers telephone enquiries as to matters respecting the Collective Agreement and answers calls of a general nature. Also, meets with members to discuss their problems (such as: reclassifications, transfers, etc.).
4. Contacts the University on matters respecting the Agreement.
5. Maintains contacts with the Union's Lawyer, LRB, Media, and other government bodies on matters respecting our collective agreement.
6. Maintains contacts with the other AUCE Locals Unions, and labour bodies.
7. Serves on the Contract Committee and is responsible for co-ordinating meetings with the Committee, Strike Committee, University Negotiating Committee and the Mediator. She/he does the Contract Committee's typing and correspondence (such as: the typing up of minutes, contract proposals, bulletins and applications for mediation, etc.). Researches for the Contract Committee.
8. Prepares Contract Committee Bulletins, ~~envelopes for referendum ballots and other materials for membership use.~~
9. Prepares stencils, gestetners, collates, staples, operates scriptomatic for other committee bulletins for the membership.
10. Attends meetings or hearings, on and off campus, as a union representative.
11. She/he is a member of the Executive and functions as a link to the rest of the Executive. She/he sends out notices of meetings, does telephone polls as required and is active on Sub-Committees of the Executive - (takes minutes, etc.).
12. Books room and audio-visual equipment for Membership Meetings.
13. Maintains a list of volunteers to help out in the office.
14. Ability to delegate work to others.

# Life of a union official

*Food for Thought*

If he talks on a subject, he is trying to run things.

If he is silent, he has lost interest in the organization.

If he is seen at the office, why doesn't he get out?

If he can't be found, why doesn't he come around more often?

If he does not agree the boss is a skunk, he is a company man.

If he calls the boss a skunk, he is ignorant.

If he is not at home at night, he must be out drinking.

If he is at home, he is shirking his duty.

If he doesn't beat his chest and yell strike, he is a conservative.

If he does, he is a radical.

If he doesn't stop to talk, his job has gone to his head.

If he does, that's all he has to do anyway.

If he loses a discipline grievance, he's a poor agent.

If he wins, that's what he's paid for.

If he gives someone a short answer, we'll get him in the next election.

If he tries to explain something, he's playing politics.

If he gets a good contract, why didn't he ask for more?

If his clothes are pressed, he thinks he's a big shot, if they aren't he isn't fit for the job.

If he takes a vacation, he has had one all year anyway.

If he is on the job a short time, he is inexperienced.

If he's been on the job a long time, it's time for a change.



WHAT FOLLOW ARE THREE PRELIMINARY JOB DESCRIPTIONS FOR THE FULL-TIME PAID UNION OFFICE POSITIONS. AFTER THEY HAVE BEEN PRESENTED TO THE EXECUTIVE EARLY IN MARCH, THEY WILL BE BROUGHT BACK TO THE MEMBERSHIP FOR AMENDMENTS AND FINAL APPROVAL.

## UNION ORGANIZER

OUTLINE of job description for the Union Organiser position

### Job Description

Under Union, Grievance and Executive Committees direction, organises and performs work of a clerical nature. May initiate and develop methods and procedures, practices and policies. Able to deal effectively and efficiently with members of the Union and the University.

### Typical Job Duties

1. The Union Organiser acts as Chairperson of the Grievance Committee. She/he maintains the files and minutes of that Committee; handles all correspondence for the Committee as well as phone calls pertaining to grievance matters; does applications to the Labour Relations Board; arranges and attends Labour Committee meetings and Grievance Committee meetings.
2. Helps in the preparation of arbitrations, attends arbitrations, may advocate arbitrations.

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3. Interprets the collective agreement to members either by phone or in person.
4. Deals with the University on matters involving members and their rights under the Collective Agreement.
5. Organises the Division structure - arranges meetings in each division to elect Executive Committee members and stewards
6. Responsible for organising Shop Steward seminars at least once a year. Is responsible for writing, re-writing and/or updating the steward's handbook.
7. Does 1 hour explanations at Employee Relations twice per week, introducing new employees to the Union.
8. Maintains contact with the Union's lawyer, getting legal opinions and information, Also, maintains contact with the Labour Relations Board, Ministry of Labour, Workers Compensation Board, Medical Services Assn. and other agencies relating to the agreement and our members.
9. Writes articles for the Newsletter, such as: "Know Your Contract" and the Grievance Committee Report plus submits updated Steward and Committee lists.
10. Presents motions and motivation to the membership for all grievances being recommended for arbitration.
11. Attends meetings or hearings on and off campus, as a union representative.
12. Participates in the purchase of office supplies and equipment.
13. Maintains Union library and acquires new material.
14. Helps to maintain membership list and address file.
15. Attends Executive meetings and acts on various sub-committees.
16. In conjunction with the other union office staff, prepares materials being sent to the membership i.e. preparing stencils, running them off, collating, stapling, labeling.
17. Does research for grievances being presented at Step 3 or going to arbitration.
18. Responsible for steward training and delegation of grievance work to stewards and Grievance Cmtte members.

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**SORRY...** Something ate your cheque

## STANDARD JOB DESCRIPTION - Secretary-Treasurer

### Job Description

Under Union and/or Executive Committee direction, co-ordinates and performs work of a clerical/financial/secretarial nature. May initiate and develop methods and procedures. Exercises independent judgment and initiative based on a knowledge of union procedures, practices and policies. Able to deal effectively and efficiently with members of the Union as well as other labour or union representatives, the media, etc.

### Typical Job Duties

1. Acts as recording secretary for Membership and Executive meetings. Responsible for the distribution of minutes.
2. Prepares minutes of the Membership meetings for the Newsletter. Also is responsible for the list of Correspondence for the Local Newsletter.
3. Is a member of the Executive and is also an ex-officio member of the Communications Committee. Assists in the production of the Local Newsletter and other such materials as Division organizations may require. Also assists in the production of Contract bulletins and other Committee publications.
4. Prepares agendas for Membership and Executive meetings.
5. Is responsible for distribution of general information to the membership, which would involve the ability to use gestetner, gestefax and addressograph systems.
6. Shares in the responsibility for incoming and outgoing mail.
7. Shares the responsibility of establishing and updating Committee lists as well as advising the University of the membership of the Executive and their Departments.
8. Helps in the maintenance and development of membership files.
9. Purchases office supplies on a regular basis.
10. As a member of a small, integrated office unit, must keep abreast of current issues, Union policy and procedure.
11. Acts as Treasurer for the Local. Maintains such bookkeeping system as the Executive requires. Is responsible for monthly financial statements and annual audited reports.
12. Should attend all meetings pertaining to the financial operation of the Union.
13. Performs the following financial duties:
  - paying of bills
  - paying of full and part-time office staff
  - arranging signing authority with the Credit Union
  - deposit of Union revenues
  - picking up of dues deduction cheques and dues print-outs on a monthly basis
  - other duties as they arise
14. Maintains an up-to-date record of dues paid for all members. The system is used as a check against the Scriptomatics and the Current Members' File.
15. Ability of delegate work to others and to assume many of the duties of both the Union Organizer and Union Co-ordinator when necessary.