

TOWARDS AN OFFICE MANUAL

List of basic procedures (division of labour to be decided by committees?)

1. Type, run off and get mailing done for general membership meetings
2. Pick up mail from Campus Mailroom, open and distribute to relevant committees or individuals
3. Keep an inventory and order supplies when necessary
4. Filing
5. Make sure office equipment is in running order, call for repairs when necessary
6. Distribute minutes of general membership meetings
7. Distribute minutes of Grievance Committee and Executive meetings
8. Send out contracts and membership info sheets to new employees at information is sent from Employee Relations Department
9. Inform stewards and executive reps of new employees in their divisions
10. Maintain library - cataloguing and ordering new publications
11. Co-ordinate committee work
12. Steward's kit
13. Union phone book
14. Reprinting of by-laws (with amendments)
15. Keep up-dated steward list, informing University of any changes
16. Keep office functional (organizing space, or lack of it)
17. Check notifications sent by University on hiring, promotion, transfer, lay-offs, recall, etc.
18. Membership records
19. Processing grievances
20. Book rooms for meetings
21. Arrange sound and audio-visual equipment for meetings
22. Maintain up-dated address and phone list for all relevant contacts
23. Newsletter
24. Research

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