

Staffing the Union Office

by Sandra Lundy

At a special membership meeting on May 23rd, 1974 a motion was passed to amend the Local By-Laws so that the union can hire a full-time staff person.

Section J, Paragraph 7 now has an additional sentence which reads:

"Notwithstanding the foregoing the local may hire a temporary organizer from amongst the membership until the 1st regular fiscal meeting at which time the position will be reviewed."

Nominations were then opened for the job and it was approved that nominations will close at the regular June membership on Thursday, June 13th in Room 100 Buchanan Building. The election will then be held by referendum as soon as possible, and anyone willing to help in organizing this vote should contact me at Local 3131.

Ann Hockey, Jackie Ainsworth and Donna Herriott were nominated at the meeting, and it was approved that members may nominate themselves as well as other people whom they think would be qualified. Anyone who is interested in the job or who wishes to nominate someone should do so in writing, addressing it to the Secretary, AUCE Local 1. Either drop it off at the Union office, Room 228, SUB, or put it in campus mail to Box 11, SUB.

The following motion was also approved at the May 23rd meeting:

"The full-time staff person be paid at the regular job rate which they receive in their job at UBC."

The executive feel that it is important that anyone standing for the position should be aware of what the job will involve. The date of the annual fiscal meeting may be moved up to the autumn, so the job will be reviewed then. A letter of agreement has been signed with the University which reads:

That a leave of absence without pay of up to one year will be granted to an employee who has been elected to a full time office or position in the union. The employee so elected must give one month's notice to the University. Further leave may be granted by mutual consent.

Seniority shall accumulate during the employee's leave of absence of up to one year but no longer. The employee shall also be allowed to continue with all the University Benefit Plans and the employee shall pay the full premium of these plans.

Jean Rands' article in the last newsletter pointed out that "Whoever is in the office will be expected to answer all kinds of enquiries about AUCE and to advise on grievances and other problems."

In addition the person in the job should know the University, be able to do research and gather information from government agencies, have clerical skills and almost certainly be prepared to work on weekends and in the evening. As AUCE relies so much on volunteer support, alot of co-ordination will be involved.

N.B.

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nominated.

At the May 28th meeting of the executive it was agreed that the union should have an office which can perform the following functions:

1. Union records for every member.

a) Creation and maintenance of an up-to-date card index for every member of the union. Should contain among other things members' social insurance number, home address & telephone, starting date of employment, classification and other information pertinent to their job. In addition, record of dues paid as long as the union collects dues itself.

b) Maintenance of seniority list.

2. Grievance Records.

a) Confidential records kept of employees who have had grievances processed, and a subject index so that grievances which set precedents can be referred to in the future.

3. Bookkeeping.

Adequate records kept of all revenue and expenditures for the union, preparation of T-4 slips at year end for members' income tax returns.

4. Co-ordination of meetings^{seminars,} and booking rooms.

a) Notification of ^{meetings of} executive, stewards or ^{general ship} members ~~of meetings.~~

b) Circulation of agendas in advance → requires consultation with chairpeople of committees etc.

c) Distribution of minutes with agendas ^{where necessary} in advance of meetings.

d) Typing, stencilling, running-off and collating material for meetings.

5. Internal Union Communication.

a) Preparation of sufficient quantity of telephone lists so that executive, division stewards and office stewards have an up-to-date list of office locals and home phones for people holding these jobs.

Possible eventual preparation of a union telephone book, so all members can get in touch with each other

b) Possible compilation, proofreading and running off newsletter in the Union office with the help of the communications committee.

6. Researching information and creation of a library. (We already have a great deal of uncatalogued material)

7. *Arranging for seminars, speakers, films etc for symposiums ~~to study books~~*

Anyone standing for the position of union organizer should realize that the job can only be done with the continuing support and help of the membership, and that we will have the assistance of members who are trained in bookkeeping and the advice of accountants on financial matters.

Remember, Melody liked the job, and she was doing it for nothing! It could be a great job, it's an essential job, and anyone who is equal to the challenge will be helping people in the most positive and worthwhile way.

8. *Arranging for transportable costs for ^{etc members of representative} provincial committees*