

M E M O

TO: The C.U.E. Executive  
FROM: Helen Glavina  
DATE: March 3, 1987  
RE: Attached list of job duties

As instructed, I am providing a list of my job duties which I have performed since the incumbency of the new Executive.

I am taking this opportunity to protest the condition that this list include only those duties performed over the past two months--particularly as the Executive has removed important duties from my job description. I do not think that such a list of duties fairly reflects what I have done over the past year, nor what may be expected over the coming year(s). I feel that I have been deliberately compromised with respect to my job duties in order that they may conform to the recommendations made in Doris Hansen's report.

Before we meet next week to discuss my job description once again, I ask you to consider the advisability of using such a short period of time, and rather constrained circumstances, as a basis on which to evaluate the union office secretarial position and the future needs of the office.



## Union Office Secretarial Position

### List of Job Duties

- Checks all incoming appointment and severance notices for accuracy, reasonableness for a bargaining unit of 1300 members
- initiates phone calls to Faculty & Staff services questioning accuracy as necessary
- reviews incoming reclassification letters, determining appropriate information to give to member involved and providing that information to member
- initiates, composes, types and mails correspondence containing authoritative information to members, outside organizations and university departments
- composes and types correspondence and other material for President and Treasurer
- may type other information for committee Chairs as required by President
- initiates requests for information and services from various outside organizations and government agencies
- responsible for inventory of all office supplies
- may investigate prices, and recommend suppliers or special sales of supplies
- ensures adequate supply of postage, purchasing from Canada Post as necessary
- makes all travel arrangements for courses and conferences, including booking of flights and hotels
- makes bank deposits
- responsible for petty cash supply and expenditures
- responsible for petty cash reconciliation
- ensures that landlord provide needed repairs to premises, initiating phone calls or correspondence to accomplish this
- oversees work of volunteers, training them in office procedures and equipment, including database maintenance
- screens all incoming calls, determining nature and seriousness of problem
- deciding to whom to refer members' problems, depending on urgency or nature of problem
- exercises discretion and tact when dealing with confidential matters or upset members
- when dealing with members' problems, must obtain relevant facts and chronology
- briefs staff rep. re. aforementioned problems
- gives authoritative information about union and/or procedures to members of the bargaining unit as well as officials of outside organizations and university departments, providing liason between such organizations, membership, U.B.C. and Union Office
- assists in preparation of annual budget which is presented to general membership meeting
- alerts President or other Executive members to problems and matters requiring special or immediate attention, suggesting solutions
- in absence of staff rep., makes decisions about problems requiring immediate attention, contacting appropriate stewards or committee members with authority to resolve problems
- orients new Executives in union office procedures and equipment
- prepares and compiles material for Executive and other committee meetings



- oversees cleaning of office by personnel under contract with Union Executive
  - write manuals for use of equipment
  - write and update office-procedures manual
  - opens, date-stamps, vets and sorts all incoming mail, deciding which items are of confidential nature (to be passed on only to selected committee member) and responsible for filing of same in appropriate file--mail includes items relating to reclassification, executive business, members' problems/grievances, numerous publications which need wekkly updating as well as correspondence of a more general nature
  - opens and closes all membership files
  - responsible for maintenance of all membership files
  - ensures that data-base is up-to-date and complete
  - ensures regular back-up procedures are implemented
  - ensures that records of minutes of Executive and Membership meetings are complete and up-to-date
  - provides information, and serves as resource during annual audit, and maintains all financial records of union
  - books rooms for membership, grievance and other meetings of the Union
  - ensures that A/V equipment is installed for meetins as necessary
  - makes appointments for staff representative
  - provides labels for mailings to 1300+ members
  - responsible for mailing of information and agendas to membership, stewards, etc.
  - exercises judgment in use of special mail or courier services
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- works independently under administrative supervision