

As members of the Association of University and College Employees and the Service, Office and Retail Workers' Union of Canada, you are invited to attend a jointly sponsored seminar on the role of steward.

Time: 10:00 a.m. to 5:00 p.m. (lunch and child care provided free of charge)

The seminar is presented to assist present and potential union stewards learn the skills necessary to carry out their duties . BUT, it is also presented so that general union members can gain an understanding of what to expect from and how to co-operate with their steward. Remember, the life of any union begins in the immediate work place - in this case, the office.

1. How do I stop my supervisor from nagging me?
2. Can I be refused the right to accept personal or union calls at work?
3. How can I get my point of view across effectively to my boss?
4. Why don't we have office meetings?
5. What can I do about the fact that the buzz in our lights gives me a headache?

10:00 a.m. Introduction and distribution of Shop Steward Handbook

10:15 a.m. "What is a Grievance Procedure?" - Paul Saunders, A.U.C.E. Local 2

10:45 a.m. "How to Use Your Contract" - Frances Wasserlein, past member, A.U.C.E. Local 1

Coffee

11:20 "Confronting Management" - Ray Galbraith, A.U.C.E. Local 1

12:00 noon Film - "Union Maids" - a documentary history of three women who organized themselves and other women - set in Chicago in the '30's.

1:00 p.m. Catered Lunch

2:00 p.m. "Keeping Your Office Together" - Tips for stewards - Pat Barter, S.O.R.W.U.C.

2:30 - 5:00 Reports from each local of AUCE and SORWUC on a particular grievance, how they handled it, what they won (or didn't) and ways they may have dealt with the grievance better.

Presented by the AUCE/SORWUC Committee, established by the participating organizations.

