

## STANDARD JOB DESCRIPTION - Union Co-ordinator

### Job Description

Under union and/or Contract/Executive Committee direction, co-ordinates and performs work of a clerical 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.