

Marcel - this is submitted as promised for the consideration of the Executive Committee. We have not, as yet, had the chance to circulate to all the Committee members. We would ask that you table this report as circulated today and give us an opportunity to speak to the points raised when all the members of the Executive have had a chance to read it and attend. I move that the report be tabled and Sharon Newman will second this. I regret that we were not able to all come this morning, but the notice was just too short to make arrangements for coverage. I wish to say that the Committee received complete cooperation from the office staff members and this was greatly appreciated. We would welcome dialogue with them and input in the final drafting of the recommendations.

Joyce Diggins

Sharon Newman

An interim report of a sub committee of the Executive, Local 1 A.U.C.E. charged with investigating the form and function of the Union Office, its staff needs and concerns, as per terms of reference filed with the Executive Minutes.

A sub-committee of the Executive of Local 1, A.U.C.E. was struck to appraise the form and function of the three paid staff positions in the Union office.

Terms of reference were agreed upon, and registered in the Executive Minutes.

A number of meetings have been held with irregular attendance, due to a number of factors. It has been the unanimous endeavour of all sub-committee members to proceed in a spirit of cooperation, a spirit of constructive suggestion and a spirit of enabling recommendations, appropriate to fruitful solutions.

This initial report, part of the complete reappraisal of the office structure, has been written by the two elected Trustees, Joyce Diggins and Sharon Newman.

The initial report - part I of II - will deal with emergent problems, i.e. a request for overtime pay claimed by Union office staff members; a copy of the office staff job-descriptions and staff perception and recommendations as to solutions; sub-committee concerns and suggestions on work flow and the possible effect of automation in improving their work capabilities and the esthetic improvement of their work environment. The report will also deal with the urgent need to have good office practise initiated in the quickest possible time, i.e. the Union financial records brought up-to-date, the Newsletter published regularly and on time, minutes circulated and indexed for all Union Standing Committees and in particular the Executive Committee, and other issues as they are perceived.

PART I

Request for overtime pay for hours claimed by Union office staff members.

- A. A draft of part of the budget accounts for 1982 was presented by the Secretary-Treasurer on August 27 to the sub-committee. It is noted that the "Salaries and related expenses" budgeted for 1982", (Appendix A) is\$78,000

An average payment in "Salary and related expenses" per month for three staff positions would be bu

The amount spent to date on Salary and related expenses "To end of August/82" (Appendix B) is\$50,827

The average payment in "salary and related expenses" per month for three staff positions is\$ 6,353

If the rate of "Salary and related expenses" per month continues to year end, a modest surplus will accrue in the amount of\$ 581

PART I - continued

B A copy of the January 1982 "Across Campus" newsletter (Appendix A) was provided by the Secretary/Treasurer to the sub-committee indicating "Profession and Legal Expenses" to be a budget figure of\$18,000

It is noted that the amount spent to date to "end of July/82" (Appendix B) is\$18,223

The average monthly payment of "Legal and Professional Expenses" is\$ 2,603

If the rate of "Professional and Legal Expenses" per month continues to year end a startling deficit will occur of\$13,015

Similarly the item for "Office expenses" could not hope to generate more than \$1260 surplus, even if it could maintain the present rate of spending. This would not appear to be possible in view of the sub-committee in that we are in an end-of-contract year.

And, regrettably, the amount spent on "Printing and Stationary" indicates a deficit future. Appendix B shows an amount spent of ..\$ 4,879

The budget figure for "Printing and Stationary" (Appendix A) is\$ 8,300

The average monthly amount spent on "Printing and Stationary" to end of July/82 (Appendix B) is\$ 697

If this rate continues, an extremely unlikely circumstance in a contract year, then an additional deficit will be expected.

The sub-committee suggested that a major expense in 1982 will be in covering the cost of concluding the new contract agreement. This does not appear in either Appendix A or Appendix B as an item, and is not known to the sub-committee at this time.

1500?

C In order to make a recommendation on the request for payment for hours worked as overtime, the sub committee felt it was essential to obtain a clear picture of the current financial situation of Local 1, A.U.C.E. It would appear that the number of hours claimed June, July and August will come to 137 hours straight time - which when computed at 274 hours double time x \$12.00/hr.(approx.) - \$3288.

D to this end, it is the recommendation of the sub-committee THAT A MEMBER OF THE EXECUTIVE BE APPOINTED AS INTERIM ASSISTANT TREASURER.

(i) It is the intention of the sub committee to see a "One-Write" system of bookkeeping be initiated immediately.

(ii) It is the intention of the sub-committee to have an Interim Asst. Treasurer assist the incumbent Secretary-Treasurer of Local 1 to maximize the use of her time in competently keeping the Union's financial records.

(iii) It is the intention of the sub-committee to ensure that a financial statement will be prepared for circulation to every executive meeting, together with a month end financial report to Union membership meetings.

D (continued)

(iv) A proposal for provision of accounting services (Appendix C) from Advanced Accounting Services (Auditor for Local 1, A.U.C.E.) is attached. There is apparently no budget leeway available to incur an expense of at least \$2400 a year. Nor did the sub-committee feel it could have any reasonable expectation of such a proposal passing a membership vote. And finally, the need to have a swift updating of the Union financial records, meant that the sub-committee could not endorse the proposal of Advanced Accounting Services.

E A strong recommendation of the sub-committee was THAT AT THE NEXT CALL FOR ELECTION OF OFFICERS OF LOCAL 1, A.U.C.E., THE POSITION OF TREASURER BE ADDED TO THOSE RUNNING FOR ELECTION AND THAT THE UNION

BE *LANS be amended to reflect this change.*

(i) It is the intention of the sub-committee to ensure some continuity of skill in the handling of the member's financial resources; to recruit initially, if necessary, candidates with specific training; to ensure that the Union's accounts are in the best possible form in order that the large audit costs will be kept to a minimum, (said to be \$1130 last year).

F As soon as the financial records are brought up-to-date, the sub-committee will be pleased to recommend the payment of approved amounts of overtime as authorized by Local 1, A.U.C.E. Executive.

(i) The members of Local 1, A.U.C.E. office staff have submitted the following hours as the number worked as noted:

Carol Cameron	June	28	hrs.
	July	31 1/2	hrs.
	August	6	hrs.
Patricia House	June..124 hrs. but would bill for	25 1/2	hrs.
	July	16	hrs.
	August	18 3/4	hrs.
Shirley Irvine	<i>July Aug</i> June	10 1/4	hrs.

(ii) It is the understanding of the sub-committee that all three Union staff members are paid at Level IV.

(iii) It is the understanding of the sub-committee that Rosemary was employed to cover 8 weeks of vacation period this summer and to help in the transition time prior to the employment of Shirley Irvine.

(iv) It is the understanding of the sub-committee that hourly paid temporary staff would be employed to assist in completing clerical assignments, under the direction of office staff members, pending the resolution of the problem of paid overtime. This temporary staff person(s) would enable office staff members to avoid accumulating excess hours (which would have to be paid out at double time) if money was available to cover the cost, and also to provide employment for a qualified applicant presently not employed. The sub-committee is unaware of this having transpired.

G The sub-committee met with the Union office staff members on Wednesday, August 25, 1982 and received from them the job descriptions for Union Organizer (Appendix D), Union Coordinator (Appendix E) and Secretary-Treasurer (Appendix F).

(i) The joint feelings of the office staff were presented verbally by the Secretary-Treasurer and the following points made:

- (a) The staff wish to be acknowledged as Administrative, not Clerical, employees.
- (b) The staff stress the need for continuity of expertise.
- (c) The staff wish to act as an Advisory Committee in their relationship with the Union Executive.

(ii) The sub-committee were advised of the breakdown of duties that the office staff would like to have recognized as principle responsibilities:

liaison between committee members all. - prepares all aspects of grievance/arbitration process

grievance

acts a U. rep.

- (a) Union Organizer - maintenance of collective agreement
 - responsible for Contract Committee
 - maintenance of Union library/resource material
 - available to attend meetings
- (b) Union Coordinator
 - contract research
 - contract interpretation
 - membership education
 - prepared to work with Grievance Committee as time permits
 - knowledgeable about contract to counsel callers, act as back-up
 - contract bulletins
 - background research/grievances
 - reclassifications and appeals
 - continue VDT study
 - liaison with Health & Safety Committee
 - liaison with hospital members of A.U.C.E.
- (c) Secretary-Treasurer
 - take minutes
 - agendas, coordinate to Executive
 - available for inquiries, interpret contract
 - act as Union representative
 - involve with Newsletter as Administrator only
 - oversee equipment and purchases
 - financial duties
 - pay bills
 - work with Auditor
 - financial management
 - Grievance Committee

It was the suggestion of the Union office staff that the Executive should decide direction and concern itself with long term planning. The office staff would act as professional resource persons, make recommendations and prepare information to enable the Executive to make decisions with some continuity.

The staff recognized that there were a number of office jobs not assigned in the above reorganization. It was their suggestion that the following jobs be assigned to a fourth (new/additional) staff person, to be paid at a Secretary III level:

(a) Clerical jobs:	phone reception	new appointments
	Newsletter	hourly paid lists
	bulletins	orientation
	filing	office supplies and
	mailing list	inventory
	letters	incoming and outgoing
	Committee reports/lists	mail
	leave of absence requests	room bookings
		volunteer list

The staff also made the suggestion that it would be appropriate to propose a 1% dues increase. The present salary average is now \$1362 a month, or \$8.9⁶ hourly. The mean average is \$1550 per month. 1% of this amount x 1250 members would generate an additional \$19,375 a year. Out of this presumably would come, in part, the salary for a fourth office staff person.

The office staff requested that their present salaries be raised, although no specific amount was requested.

The accumulated overtime was given to the sub-committee and the comment was made that they must be expected to anticipate the same working conditions and salary provisions as the members they represent.

The Secretary-Treasurer brought up the question of the Local 1 account system. She suggested three options:

- (a) carry on in present form
- (b) One-Write system
- (c) contract with Advanced Account Services (Appendix C)

The question was also raised of job oriented courses, is there a policy for employed staff; will the cost be covered; can there be time off in working hours?

Another concern of staff is the coverage of car mileage on union business and the possible payment of all/portion of car insurance of staff members. It is the understanding of the sub-committee that parking is now paid for staff members.

The Secretary-Treasurer produced a proposal of a word processing system (ADDs) that had been researched for the Union office.

H The meeting between sub-committee and office staff was chaired by Sharon Newman.

H (continued)

The following questions were raised:

- | | |
|--|---------------------------------------|
| (a) Are all Union office staff voting members of Local 1, A.U.C.E.? | Yes |
| (b) With reference to Shop Steward training, how many seminars have been held this year? | None |
| (c) Are steward's handbooks available? How many active stewards are in the local? | Yes
10 |
| (d) Has orientation been done for new employees this year? | Not since April |
| (e) Who is Union lawyer? | Katherine Young of McCready and Young |
| (f) Who is Union accountant? | Advanced Accounting Services |
| (g) Where is Union Library? Is it indexed and referenced? Available to union members? | Union office
No/Yes |
| (h) Are the minutes indexed and current? | No / YES |

SUMMARY

The concerns of the sub-committee revolve principally on the flow of work and on the volume and completion of essential service to A.U.C.E. members. In addition we see as essential the best possible conditions of employment for Union staff members, commensurate with the resources available and the ability of the members to pay - monetary, geographic and physical environment. It goes without saying that we should endeavour to provide a pleasant, amenable work place for our staff. That we minimize stress and health hazards as we hope would be reflected in our own work place.

Anyone looking at the present circumstances must recognize the frustration of the office staff and be sympathetic to a degree. However, we would point out that this is, in great detail, a shared frustration with the members whom they represent.

- (i) We would therefore ask their indulgence, and that of the Executive in our progress to date. We feel we must be prudent in insisting on financial responsibility before we recommend commitments.
- (ii) The sub-committee is well on its way to bringing in recommendations re possible automation, which will help immeasurably.
- (iii) The sub-committee sees an increase of 1% in dues as generating barely \$1,000 yearly above the salary of a fourth office staff person. The salary would be far better spent on modernization, both for tax purposes and productivity.
- (iv) The sub-committee feels that a measurable improvement in the work flow and work place would inevitably encourage the acceptance of the "professional status" the office staff seek, and are prepared to help in any way we can to encourage this to come about.

- (iv) The sub-committee is cognizant of the "Criteria Used to Evaluate Positions" that the members face in their wish to be re-classified, and in particular "Volume of work and individual performance are not criteria in the job evaluation process". In fairness to office staff persons, now and future, we have asked the three incumbent staff members to provide a job description patterned on that just completed by Local 1 A.U.C.E. members, outlining in some detail their role as decision makers, supervision duties, education, experience and skills/qualifications.
- (v) The sub-committee plans a second interim report in September on the automation of the union office and recommendation with reference to an increase in dues. At that time we would think it appropriate to expect to have an up to-date financial statement, in order to make recommendations for suitable budget alterations. We anticipate that this could be brought as a package to the September membership meeting.



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association of university and college employees

Vol. 1 No. 1

JANUARY, 1982

Budget Report

Appendix A

All About Plans

Well, folks, it's that time of the year again. The following is the annual projected budget which is required by Section J-13 of the Local By-laws. Unfortunately, this item could not be published in the December issue of the newsletter due to the absence of a regular membership meeting in the last month of 1981. It is appearing in January's issue, however, in order that major changes to the categories and to the amounts "can be reported to and receive the approval of the membership at a meeting for which proper notice has been given regarding budgetary decisions."

PROJECTED BUDGET FOR 1982

Rent Expense	\$ 1.00
Salaries and Related Expenses	\$78,000.00
Telephone Expense	\$ 1,700.00
Printing and Stationary Expenses ...	\$ 8,300.00
Strike Fund	\$19,800.00
Per Capita Tax	\$51,000.00
Professional and Legal Expenses	\$18,000.00
Meetings and Conferences	\$ 3,000.00
Office Expenses	\$17,000.00

Projected Total \$196,801.00

It is going to be a nip and tuck year for AUCE Local One. In the areas of Salaries and Related Expenses, Telephone Expense, Printing and Stationery Expenses, Meetings and Conferences, Professional and Legal Expenses, I have arrived at the totals above by determining the amount of expenses incurred this year to which has been added a 13% inflationary rate. The Consumer Price Index recently reported the inflation rate to be 1% per month. I envision a maximum of 13% for 1982 based on the present economic climate.

For Salaries and Related Expenses, I have allowed for expenses incurred through contract negotiations as well as those amounts paid to the Government for Income Tax, Canada Pension and Unemployment Insurance contributions and for those amounts paid to the University, for salaries and benefits for those members who are

I do not foresee an increase in union dues until 1983. Our income from union dues has, for 1981, been an average of \$16,500.00 per month. If that figure is maintained, it will generate \$198,000.00 for the 1982 fiscal year. Taking into consideration the total projected budget of \$196,801.00, we are left with a very small cushion of \$1,199.00 which may very well end up in the category for Professional and Legal Expenses if grievance and arbitration costs continue to escalate (which is a direct result of the increased number of cases filed in 1981).

Well, folks, as I have already indicated, it will be a year of belt-tightening. Let's hope 1983 is a little more generous.

Wendy Lymer



AND THEN WE HAVE PENSION

At a recent conference hosted by the University of Calgary and in part part for by the National Action Committee on the Status of Women, we were provided with many interesting and factual pieces of information.

During the next few newsletters plan to include a digest of what was covered, insofar as I am able. Members would care to send any questions, in writing, to the Union office the subject matters could be included in subsequent newsletters.

Basically, the conference dealt with National, Provincial and private plans and supplemental funding that is available under particular circumstances.

A conference, similar to the one in November which was sponsored by the Western Women's Committee for Pension Reform in cooperation with the University of Calgary, will be given in Vancouver in March, 1982.

For those of you unfamiliar with the thrust of the changes that are being proposed, let me urge you to attend the Vancouver conference.

The Pension Acts are changed very infrequently. One of the major changes planned for 1982 is the need to delete the inequities as they relate to pensions for women.

The increased participation of women in the paid labour force is recognized as one of the most significant trends of our time. The estimate now is that in the 1980's 70% of the labour force growth will be accounted for by adult females entering the labour market. Fully 58% of women between 20-64 are in the wage earning workforce. Statistically, in 1978 women surpassed the labour force participation rate that Stats Can had projected they would reach in 1974.

FACT SHEET ON PENSIONS . . .

More than 55% of Canada's paid labour force is not covered by any private pension plan.

(The traditional view is that

Happy

New

Hear

**ADVANCED
ACCOUNTING
SERVICES**

108-2786 WEST 16TH AVENUE
VANCOUVER, B.C. V6K 4M1
PHONE: 733-1104

July 23, 1982

Association of University and
College Employees Local No. 1
#202 - 6383 Memorial Road,
University of British Columbia
Vancouver, B.C.
V6T 1W5

Dear Sirs:

Re: Quotation on Monthly Accounting Services

After reviewing the financial operations of the association to December 31, 1981, we have concluded that accounting services can be provided to you at a cost of \$200.00 per month. The services would include:

- a. Recording of transactions in synoptics;
- b. Reconciliation of bank accounts;
- c. Extensions and footings;
- d. Preparation of monthly operating statement.

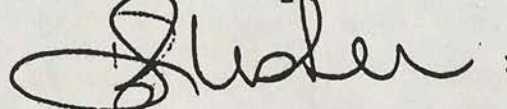
As we provide our monthly accounting services, we can perform interim audit procedures which will ease the year-end audit burden. This in turn will reduce the audit fee. These procedures are included in the monthly fee.

In addition to the benefit shown above, we feel that we may be able to increase the return on balances held on deposit by management techniques arising from this office.

Not only are there costs to be saved by using our services, you will have more staff hours available for union matters.

We look forward to discussing these accounting services and answering any questions you have regarding potential cost savings. Please call us at 733-1104.

Sincerely,



Scott Usher
Accountant

Life of a union official

Food for Thought

If he talks on a subject, he is trying to run things.

If he is silent, he has lost interest in the organization.

If he is seen at the office, why doesn't he get out?

If he can't be found, why doesn't he come around more often?

If he does not agree the boss is a skunk, he is a company man.

If he calls the boss a skunk, he is ignorant.

If he is not at home at night, he must be out drinking.

If he is at home, he is shirking his duty.

If he doesn't beat his chest and yell strike, he is a conservative.

If he does, he is a radical.

If he doesn't stop to talk, his job has gone to his head.

If he does, that's all he has to do anyway.

If he loses a discipline grievance, he's a poor agent.

If he wins, that's what he's paid for.

If he gives someone a short answer, we'll get him in the next election.

If he tries to explain something, he's playing politics.

If he gets a good contract, why didn't he ask for more?

If his clothes are pressed, he thinks he's a big shot, if they aren't he isn't fit for the job.

If he takes a vacation, he has had one all year anyway.

If he is on the job a short time, he is inexperienced.

If he's been on the job a long time, it's time for a change.



WHAT FOLLOW ARE THREE PRELIMINARY JOB DESCRIPTIONS FOR THE FULL-TIME PAID UNION OFFICE POSITIONS. AFTER THEY HAVE BEEN PRESENTED TO THE EXECUTIVE EARLY IN MARCH, THEY WILL BE BROUGHT BACK TO THE MEMBERSHIP FOR AMENDMENTS AND FINAL APPROVAL.

UNION ORGANIZER

OUTLINE of job description for the Union Organiser position

Job Description

Under Union, Grievance and Executive Committees direction, organises and performs work of a clerical nature. May initiate and develop methods and procedures, practices and policies. Able to deal effectively and efficiently with members of the Union and the University.

Typical Job Duties

1. The Union Organiser acts as Chairperson of the Grievance Committee. She/he maintains the files and minutes of that Committee; handles all correspondence for the Committee as well as phone calls pertaining to grievance matters; does applications to the Labour Relations Board; arranges and attends Labour Committee meetings and Grievance Committee meetings.
2. Helps in the preparation of arbitrations, attends arbitrations, may advocate arbitrations.

CONT'D

3. Interprets the collective agreement to members either by phone or in person.
4. Deals with the University on matters involving members and their rights under the Collective Agreement.
5. Organises the Division structure - arranges meetings in each division to elect Executive Committee members and stewards
6. Responsible for organising Shop Steward seminars at least once a year. Is responsible for writing, re-writing and/or updating the steward's handbook.
7. Does 1 hour explanations at Employee Relations twice per week, introducing new employees to the Union.
8. Maintains contact with the Union's lawyer, getting legal opinions and information, Also, maintains contact with the Labour Relations Board, Ministry of Labour, Workers Compensation Board, Medical Services Assn. and other agencies relating to the agreement and our members.
9. Writes articles for the Newsletter, such as: "Know Your Contract" and the Grievance Committee Report plus submits updated Steward and Committee lists.
10. Presents motions and motivation to the membership for all grievances being recommended for arbitration.
11. Attends meetings or hearings on and off campus, as a union representative.
12. Participates in the purchase of office supplies and equipment.
13. Maintains Union library and acquires new material.
14. Helps to maintain membership list and address file.
15. Attends Executive meetings and acts on various sub-committees.
16. In conjunction with the other union office staff, prepares materials being sent to the membership i.e. preparing stencils, running them off, collating, stapling, labeling.
17. Does research for grievances being presented at Step 3 or going to arbitration.
18. Responsible for steward training and delegation of grievance work to stewards and Grievance Cmtte members.

SORRY... Something ate your cheque

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.

STANDARD JOB DESCRIPTION - Secretary-Treasurer

Job Description

Under Union and/or Executive Committee direction, co-ordinates and performs work of a clerical/financial/secretarial nature. May initiate and develop methods and procedures. Exercises independent judgment 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, the media, etc.

Typical Job Duties

1. Acts as recording secretary for Membership and Executive meetings. Responsible for the distribution of minutes.
2. Prepares minutes of the Membership meetings for the Newsletter. Also is responsible for the list of Correspondence for the Local Newsletter.
3. Is a member of the Executive and is also an ex-officio member of the Communications Committee. Assists in the production of the Local Newsletter and other such materials as Division organizations may require. Also assists in the production of Contract bulletins and other Committee publications. **AND IS RESPONSIBLE FOR*
4. Prepares agendas for Membership and Executive meetings.
5. Is responsible for distribution of general information to the membership, which would involve the ability to use gestetner, gestefax and addressograph systems.
6. Shares in the responsibility for incoming and outgoing mail.
7. Shares the responsibility of establishing and updating Committee lists as well as advising the University of the membership of the Executive and their Departments.
8. Helps in the maintenance and development of membership files.
9. Purchases office supplies on a regular basis.
10. As a member of a small, integrated office unit, must keep abreast of current issues, Union policy and procedure.
11. Acts as Treasurer for the Local. Maintains such bookkeeping system as the Executive requires. Is responsible for monthly financial statements and annual audited reports.
12. Should attend all meetings pertaining to the financial operation of the Union.
13. Performs the following financial duties:
 - paying of bills
 - paying of full and part-time office staff
 - arranging signing authority with the Credit Union
 - deposit of Union revenues
 - picking up of dues deduction cheques and dues print-outs on a monthly basis
 - other duties as they arise
14. Maintains an up-to-date record of dues paid for all members. The system is used as a check against the Scriptomatics and the Current Members' File.
15. Ability *to* delegate work to others and to assume many of the duties of both the Union Organizer and Union Co-ordinator when necessary.