

For Discussion of Union Organizer/Union Office  
at Executive Meeting  
March 16, 1976

WHAT I DO

- answer phone queries - pass information on to Grievance Committee
  - advise members of their rights, possible action
- pick up, deliver mail - pass on to respective people
- correspondence
- prepare for meetings - general membership, Executive, Grievance mainly
  - some committee meetings
- organize office space
- order supplies
- attend meetings of Labour/Grievance Committee
- filing
- pass on information to respective people/committees

WHAT NEEDS TO BE DONE

- office manual
- phone/address lists
- stewards kit
- constitutional amendments, reprinting
- membership files/records
- library
- more organization of office space
- more co-ordination of committee work

WHAT I'D LIKE TO DO (above and beyond what I already do, and what needs to be done)

- research on working conditions
- establishing contact with other women's unions, working women's organizations - exchange of information
- interview people on campus- document how people feel about work, how problems are solved or not solved
- photography, articles for newsletter

RECOMMENDATIONS:

- large enclosed cupboards for supplies
- gestefax
- another Union Organizer

