

RECOMMENDATIONS FOR UNION ORGANIZER

Peggy Smith
April 6, 1976

1. that office hours be established and every effort be made to keep them consistent (I'd suggest 10 a.m. - 2 pm), and that these hours be well publicized.
2. That a list of job duties be drawn up for all officers and committees of the Union, so that the division of labour is clear, and so that the Union Organizer can co-ordinate work and raise problem areas with the Executive
3. that the Union Organizer make written weekly reports to the Grievance Committee and Executive, passing on all information that has come into the Union Office during the week
4. That an office manual be drawn up, outlining all procedures of the Union, and that a copy of this manual be distributed to all committee members
5. that one Executive person be designated as contact person for the Organizer in case of sickness, medical, dental appointments, vacations, etc., so that alternative arrangements can be made should the office need to be staffed
6. that a second Union Organizer be hired
7. that a special all-committee meeting be held at the changeover of Organizers, with both the outgoing and incoming Organizer present -
- this meeting would be an evaluation by the outgoing Organizer, a chance for the new Organizer to spell out her plans, and an opportunity for all committee members to spell out their needs of the Organizer and/or possible expectations
(idea raised by Jerry Andersen)
(sounds like good occasion for a party!)