

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

- liaison to*
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.

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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