

## OFFICE MANUAL

Phone #'s of committee members

~~Phone #'s of relevant people~~ - Personnel  
Committees & terms of reference.

### Procedures

- gestetner

- toshiba

- library - clipping - ordering publications

- agendas

- mailing / labels (correction of)

- booking rooms - Staff Room, Announcements

- preparation for grievance / Exec mtgs.

- membership records

- filing

- ordering supplies

- work parties, volunteers

- union bicycle

- picking up, delivering mail

- garbage - leave key for cleaners.

- notices from University

- stewards list - notification to Univ.

- nominations

- new members

- petty cash

- form letters: reclassification

other unions' contracts

- answering service

President  
Vice-President  
Treasurer  
Recording Secretary  
Membership Secretary  
Trustee  
Union Organizer  
Grievance  
Contract  
Communications  
Working Conditions  
Pension Plan  
Sick Leave Study  
Job Evaluation

Union Organizer