



MEMO

To: Unit Executives and Members of SEIU-West
From: Barbara Cape, President, SEIU-West
Date: September 14, 2011
Re: Upcoming Elections for Unit Executives

BC

This fall, unit elections will be held for SEIU-West representatives. Naturally, as the fall elections approach, there have been some specific questions regarding the roles and expectations of the Union leaders who will assign the unit executive and shop steward role.

Attached, please find an outline for the roles and expectations. This is not meant to be a comprehensive list or meant to exclude anything. As well, this is work that unit executive offices already do in one way or another. Some of you may wish to add additional positions to assist you in the work required in your Unit.

I would like to take this opportunity to encourage you to become or remain active within your unit and the union. We have tremendous opportunities ahead with our Local and it will take dedication and commitment from a number of people – many of you who have been active in the past, and many of you who are just now thinking about getting involved. Please join us as an activist in your union as we enter an exciting new phase.

IF you have any questions, please don't hesitate to contact me at 1-888-999-7348 ext. 2235 (652-1011 ext. 2235 in Saskatoon). Or email barb.cape@seiuwest.ca.

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UNIT CHAIRPERSON

It will be the duty of the Unit Chairperson to run the unit meetings without disruption. The Unit Chairperson will head up the union team in the workplace that:

- ↪ Helps members with interpretation of the Collective Agreement;
- ↪ Assists members in accessing pension and benefit information;
- ↪ Helps to mentor new shop stewards in their role;
- ↪ Discusses first level grievances with the employer in an effort to resolve situations early with input and assistance of SEIU-West staff;
- ↪ Will file 2nd Step grievances with the assistance of the Union team, including SEIU-West staff;
- ↪ Makes an effort to share issues in the workplace with the Union; via unit updates, communicating with the regional councils or any other means.
- ↪ Makes an effort to access Union education opportunities to expand skills, knowledge and ability;
- ↪ Communicates with their fellow unit executive regularly on workplace issues;
- ↪ Maintains communication with SEIU-West staff;
- ↪ Is proud to be a SEIU-West member!

VICE-CHAIRPERSON

It will be the duty of the Vice-Chair to assist the Unit Chair in running and organizing of unit meetings. Much like the Unit Chair, the Vice-Chair will be part of the Union team in the workplace that:

- ↪ Helps members with interpretation of the Collective Agreement;
- ↪ Assists members in accessing pension and benefit information;
- ↪ Helps to mentor new shop stewards;
- ↪ Assists the Unit Chair in preparing information for 1st and 2nd level grievances with input/assistance of SEIU-West staff;
- ↪ Shares workplace issues with other team members and with the Union;
- ↪ Accesses educational opportunities from the union to expand knowledge, skills and abilities;
- ↪ Maintains communication with SEIU-West staff;
- ↪ Is proud to be a SEIU-West member!

WORKPLACE COMMUNICATOR

The Workplace Communicator is responsible for taking notes at unit meetings and, if required, at meetings with the employer. They are also part of the unit team in the workplace.

- ↪ Ensures that memos and faxes from the regional SEIU-West office are posted on the union bulletin boards;
- ↪ Posts union notices and encourages members to attend unit meetings, rallies and if possible general membership meetings;
- ↪ Ensures that their co-workers have a copy of the contract and advises them that there is a Union in this workplace;
- ↪ Ensures contact information for the unit executive is up-to-date and communicated to the SEIU-West office.
- ↪ Knows how to contact the SEIU-West offices and specific departments;
- ↪ Shares information with their co-workers about upcoming educational opportunities (SEIU-West, Saskatchewan Federation of Labour, Canadian Labour Congress, etc.);
- ↪ Advises members of upcoming union events and encourages them to attend;
- ↪ Is proud to be a SEIU-West member!

The Workplace Communicator can also assist in the interpretation of the Collective Agreement and preparation for 1st and 2nd level grievance handling, with input/assistance of SEIU-West staff.