

## **What are your main duties?**

1. Encourage 100 per cent financial membership.
2. Be the spokesperson for Federation in the workplace.
3. Call Federation meetings.
4. Notify the General Secretary of important decisions.
5. Acquaint members with notices, circulars and bulletins.
6. Promote the objects and policies of Federation.
7. Act on the complaints and problems of members.
8. Accompany members in interviews with workplace administrators.

## **Women's Contact**

Please ensure your staff elects a Women's Contact and that she is a part of the Federation team in your workplace. Her role is to ensure members are aware of Federation policies on women, especially on matters relating to sex-based harassment and discrimination. The Women's Contact is kept informed on issues of concern to women by newsletters, journal articles and mail-outs from the Women's Coordinator.

## **What is your legal status?**

Rule 15 says the Federation Representative is the recognised spokesperson of the union. Our Rules have been approved by the NSW Industrial Registrar.

## **How to assist staff members to gain regular and valuable information**

Material is sent regularly from Federation to keep members fully informed about decisions and campaigns. Please make sure that all information is readily available and accessible to members.

1. *Education* is the primary source of information to members. Each financial member receives a copy. Information sent to Federation Representatives is meant to supplement *Education*.
2. Tefed Action will be sent to Federation Representatives throughout the year. These bulletins include important notices and requests for action by Federation Representatives and members. Please let us know if the number of posters you are receiving is inappropriate.
3. The Federation website at [www.nswtf.org.au](http://www.nswtf.org.au) is the fastest means by which the union can communicate with members. It is also the archive for a range of campaign information and has a Members' Area with information and advice about the relevant awards and a range of Welfare and Information leaflets covering members' working

conditions. Members are encouraged to use the website to keep their personal details up to date to receive emails and SMS.

4. Information is sent to workplaces at appropriate times during the year. This information should be kept so members can refer to these publications when necessary.

## **Workplace meetings**

You should hold regular meetings of Federation members at your workplace. These may be to give reports, implement campaigns or discuss local concerns or disputes. They may be to make decisions expressing views members want the Federation to address.

## **Your Organiser is available to assist you**

Each workplace has access to a full time Federation Organiser whose role is to assist you in representing members and implementing campaigns. Organisers are available to attend meetings at your workplace. Get to know your Organiser and don't hesitate to contact him/her if you need advice or help.

## **Communications Room**

The role of the Communications Room is to provide information on a wide range of issues and to provide urgent advice when the local Organiser is unavailable. 1300 654 367.

## **Welfare Officers**

Federation has five Welfare Officers who provide assistance and support to members on individual concerns related to their employment. Members requiring specialist advice on issues such as workers compensation, leave, superannuation, legal or other welfare issues can contact a Welfare Officer.

## **How to inform your union of your staff's views**

1. Send a letter and/or copy of resolutions carried to the General Secretary.
2. Attend your Association meeting to report and/or get endorsement of decisions taken.
3. Inform your Organiser.

## **Workplace Committees**

Workplace Committees have a vital role in supporting and sharing the Federation Representative's work. Your Organiser can give you advice about this.

## **Trade Union Training**

Please encourage all members, and particularly new or relatively new recruits to the service, to apply for an appropriate course. Federation Representatives and Women's Contacts are given priority for any courses offered. The cost of casual relief for Federation-approved courses is covered.

Details about courses appear in Federation's Trade Union Training program published in *Education*, sent to all workplaces and posted on the website. Copies of the program are available from Federation. For specific inquiries on the Women's Fundamentals contact the Women's Coordinator and for particular inquiries concerning any of the other courses please contact the Trade Union Training Officer. They can be reached on (02) 9217 2100 or 1300 654 369.

## **Leave without pay and Federation fees**

Financial members can apply for exemption from payment of Federation fees for the period of their unpaid leave. All applications must be in advance, in writing, enclosing a copy of leave approval documents. Members on sick leave without pay who have not received their leave approval documents should provide a statutory declaration, giving the exact dates of leave without pay. Casual and temporary teachers should document the period during which they will not be available for work.

# How to be an effective Federation Representative



**AMES, Corrective Services,  
OCAA and other workplaces**