

WORKPLACE MEETINGS

As a financial member of the union you are able to participate in Federation meetings held at your workplace, where you can discuss issues affecting your work, community and students. You can move, amend or vote on motions that inform the work and direction of the union.

CAMPAIGN ACTIVITIES

As you begin to learn more about your workplace and Federation, we encourage you to join with your colleagues in the union's campaign actions, which are aimed at addressing matters affecting workplaces and advancing teachers' working lives.

You can find out what's planned via your Federation Representative or other members in your workplace or by checking Federation's website, publications and social media.

FEDERATION REPRESENTATIVES AND WORKPLACE COMMITTEES

When you have been attending meetings and developing an interest in getting more involved with Federation, you could consider standing for an elected position in your workplace, such as Federation Representative, Women's Contact or member of the Federation Workplace Committee.

The Federation Workplace Committee:

- recruits new members and encourages 100 per cent financial membership
- assists in the promotion and running of Federation meetings
- ensures the school or college is represented at the local association meeting.
- encourages and supports collaborative decision-making through professional discussion to promote a positive workplace culture
- provides a structure for considering, engaging with and negotiating a range of everyday issues and concerns at the school or college level
- monitors the implementation of agreed policies that affect the working conditions of members at the school or college, such as the Staffing Agreement and Award

Teachers are elected annually to a position on the Federation Workplace Committee by their fellow union members, at a workplace meeting.

ASSOCIATION MEETINGS

As a financial Federation member you can also attend and participate in your local association's meetings — the main forum for members in your area — to discuss and vote on union issues.

Association meetings:

- provide regular opportunities to share information with colleagues
- help you network with teachers in your area
- help create social connections
- are a great place to develop new skills such as public speaking
- are an opportunity to reach your Organiser
- are forums to influence Federation's policies and direction.

In most cases school members are automatically allocated to the association that covers the local area they teach in. In some circumstances a member may be allocated to another Association, for example the association in the area in which a casual member lives.

Teachers in TAFE and OCAA belong to statewide associations.

Each association has a number of elected positions, such as President, Vice President, Secretary, Treasurer, Women's Contact, Minutes Secretary, New Activists Contact, Special Education Contact, LGBTIQ Contact, Aboriginal Education Contact, Casual/ Unemployed Teachers Contact and Anti-racism Contact. These positions are elected annually.

Members of Associations also elect Councillors and Annual Conference delegates — important roles in Federation's key democratic decision making forums.

You can check out when your association meets by visiting Federation's website at nswtf.org.au.

SPECIAL INTEREST GROUPS

Special Interest Groups (SIGs) are another forum where members come together to provide advice to Federation concerning policies in their interest areas. If you have interest in a topic covered by a Special Interest Group you are welcome and encouraged to join.

For more information on Federation's SIGs visit our website.

COUNCIL MEETINGS

Federation's state Council meets at least eight times per year and is attended by the union's Presidential Officers, Professional Officers and about 300 Councillors. Decisions made at these meetings become union policy.

Councillors are elected for two-year terms, by members of their local associations, to represent their area at state Council meetings. There are also five Councillors elected by members on the Aboriginal Members Roll.

If you are elected as a Councillor you may ask questions, propose amendments to recommendations, debate and vote on motions and amendments at the meetings.

Councillors are also delegates to Federation's Annual Conference.

If you are a country member, you can apply to attend a Council meeting as an observer, through the New Activist Country Observer Program.

Women may wish to apply to attend a Council meeting as an observer, as part of the Country Women's Observer Program.

See our website for more details of these programs.

The decisions of Federation's state Council are published in *tefed ACTION*, a newsletter distributed to all Federation Representatives, Women's Contacts and Workplace Committee members.

Policies and campaigns arising from Federation's key democratic forums, particularly Council and Annual Conference, are also covered through articles in *Education*.

RESTRICTED COMMITTEES

Restricted committees are elected by Council to work on particular areas of policy. A committee's membership may be restricted by a number of criteria (including gender, workplace, identity etc) to ensure appropriate representation. The criteria are considered and determined by Council.

Examples of restricted committees include, but are not limited to:

- Women's and Anna Stewart Program
- Aboriginal Members
- Distance Education.

ANNUAL CONFERENCE

Annual Conference is Federation's peak decision making body and meets in Sydney for three consecutive days during the winter school holidays.

The conference is attended by Presidential Officers, Professional Officers, Councillors as automatic delegates to Annual Conference and additional elected delegates (including 10 from the Aboriginal Members Roll).

As a financial Federation member you can nominate as a Delegate to Annual Conference, and if elected by your fellow association members, you can participate in the debate and vote.

There are no authorised observers at Annual Conference, but members are welcome to come and watch.

EXECUTIVE

Federation's Executive — consisting of the Presidential Officers, eight members, two Custodians, one Aboriginal member and four Vice Presidents — meets fortnightly during term to discuss the implementation of decisions arising from Council and

Conference and items that emerge between Council meetings.

Aside from Presidential Officers, other members of Executive are elected by Federation Councillors for a one-year term.

Aboriginal members may wish to put themselves forward to be considered for the position of Aboriginal Observer to Executive, to attend Executive meetings for the duration of a school term (usually four meetings). Contact the Aboriginal Education Coordinator for details via aboriginaleducation@nswtf.org.au.

ELECTED OFFICERS

Federation elects a team of Officers to support the work of the union. A full list of the positions can be found on our website.

Presidential Officers (President, Deputy President and Senior Vice President) are entitled to vote at Executive and Council meetings. They are elected for a two-year period, by all members, in a postal ballot.

The General Secretary, Deputy Secretary and Professional Officer positions are elected for a three-year period by Council and any financial member is entitled to nominate for the positions. These office holders do not have a vote on Executive or Council.

There is one General Secretary position.

The Deputy Secretary positions are:

- Schools
- Communications and Administration
- Post Schools
- Research, Industrial and Professional Support.

Professional Officers are responsible to the General Secretary for the implementation of the decisions of Annual Conference, Council and Executive. These positions generally fall into the categories of Organisers, Officers and Coordinators. Job descriptions can be found [here](#).

Relief Professional Officers can be asked to relieve in a wide range of positions within the union. The following elections are held annually:

- Group A: Relief for TAFE/Corrective Services: six Relief Officers to be elected, including where possible, three men and three women
- Group B: All other Professional Officers: 20 to be elected, at least half of whom shall be women. This group covers all relief positions (Schools Organisers, Professional Support Officers, Industrial/Research Officers and other Officers) other than those in the Post School area (Group A, above).

- Election as a Relief Officer does not guarantee that all of those elected will receive an offer to relieve in a position.

TRAINING AND SUPPORT

If you decide you want to get more involved in your union, Federation has a range of courses, conferences and programs that help you learn more about the work we do and how we do it.

Trade Union Training

Federation offers courses, seminars and conferences to support and develop skills for all of the elected Federation roles. Find out more on our website.

Anna Stewart Program

The Anna Stewart Program is aimed at developing the skills, knowledge and confidence of women members and empowering them to be actively involved members in their workplace, local association or state level. Participants are given the opportunity to work with Federation Officers, attend state Council and associated meetings, and observe Federation campaigns to develop an understanding of the processes and practices in our operations and dealings with the Department of Education and TAFE NSW. Find out more on our website.

New Activist Conference

The New Activist Conference is held annually for teachers in their first five years of teaching (or first 10 years if they hold a Federation position) who are interested in becoming more active within the Federation. Visit our website for more details.

Country Observer programs

If you are a country member, you can apply to attend a Council meeting as an observer, through the New Activist Country Observer Program or Country Women's Observer Program. See our website for more details.



(02) 9217 2100
1300 654 369



NSWTeachersFederation



@TeachersFed



mail@nswtf.org.au



nswtf.org.au



news.nswtf.org.au



linkedin.com/company/nswtf