

MAIN DUTIES OF A FEDERATION REPRESENTATIVE

- Recruit new teachers in your workplace and make sure they are in the right category of membership, such as casual, temporary, permanent and part-time.
- Be the recognised spokesperson of the union in the workplace.
- Call regular Federation meetings and invite the Federation Organiser.
- Notify the General Secretary of important workplace-based decisions.
- Acquaint members with information, emails and bulletins, such as *TEFED* emails.
- Promote the policies of Federation and the value of public education.
- Work with members to resolve workplace issues and support them to seek advice on their individual workplace matters.
- Be available to accompany members to workplace interviews as appropriate.
- Attend local Association meetings and encourage other members to do so.

WHAT THE FEDERATION RULES SAY

Rule 69 of the AEU NSWTF Branch Rules says members may conduct meetings in workplaces as necessary to deal with workplace matters. The first such meeting in each school/TAFE/workplace shall elect a Workplace Committee consisting of:

- Federation Representative
- Women's Contact, who shall be a woman
- additional committee members.

The NSW Teachers Federation Executive may remove members from these roles on the grounds of non-compliance with the rules or policies of Federation.

WOMEN'S CONTACT

It is important that each workplace elects a Women's Contact. In addition to the particular responsibilities of the role, in circumstances when the Federation Representative is unavailable, the Women's Contact may act on her/his behalf.

FEDERATION WORKPLACE COMMITTEES

Federation Workplace Committees have a vital role in supporting members and sharing the Federation Representative's responsibilities.

All workplaces should elect a Federation Workplace Committee, which will include the positions of Federation Representative, Women's Contact and additional committee members. The number of committee members elected at a workplace will depend on the number of teachers at the workplace.

RELEASE TIME FOR FEDERATION REPRESENTATIVES

Federation maintains that all Federation Representatives, as duly elected union representatives, should have release time provided to assist them to perform their duties. The Federation Representative should ask their principal or manager for release time for regular consultation about workplace and industrial matters, and to deal with specific concerns and disputes as they arise.

ASSISTING STAFF MEMBERS TO ACCESS UNION INFORMATION

Material is sent regularly from Federation to keep members informed of their rights and union campaigns. Please make sure that all information is readily available and accessible to members. Note that information for members is also provided directly to members by email. Federation Representatives are asked to remind members to provide Federation with their preferred email address.

1. *Education* (print and digital) is the primary source of information to financial members. Visit news.nswtf.org.au.
2. *TEFED* emails are sent to Federation Representatives, Women's Contacts and Workplace Committee members throughout the year. *TEFED* includes important notices and requests for action by Federation Representatives and members.
3. Federation's website at nswtf.org.au is the source of a range of campaign information and has a members' area with advice about the relevant awards and a range of information leaflets covering members' working conditions.

Members are encouraged to use the members' area of the website to keep their personal details up to date including their preferred email address, to receive email and SMS alerts.

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 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 them if you need advice or help.

PROFESSIONAL SUPPORT OFFICERS

Federation has four Professional Support 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 efficiency issues can contact a Professional Support Officer.

HOW TO INFORM YOUR UNION OF YOUR STAFF'S VIEWS

1. Send a letter or email a copy of your resolution by the members at your workplace to Federation marked to the attention of the General Secretary (mail@nswtf.org.au).
2. Attend your Association meeting to report and/or get endorsement of decisions taken.
3. Inform your Organiser.

ASSOCIATION MEETINGS

Every member of NSW Teachers Federation is allocated to an Association. Association meetings are important democratic forums in which all members can express concerns, initiate new policy or action and be informed about statewide and regional issues. Please aim to maximise membership attendance at Association meetings. Associations can subsidise child care for members to attend meetings.

TRADE UNION TRAINING

Federation conducts a range of training courses for members. Federation Representatives and Women's Contacts are given priority for Fed Rep courses. The union pays the cost of relief to cover the classes of teachers attending Trade Union Training courses. Many courses are registered with the Quality Teaching Council.

Details about courses appear in Federation's Trade Union Training program published in *Education* and *TEFED* and are posted on Federation's website. For specific inquiries about the Women's Course contact the Women's Coordinator and for particular inquiries concerning any of the other courses please contact the Trade Union Training Officer on (02) 9217 2100 or 1300 654 369.

LEAVE WITHOUT PAY AND FEDERATION FEES

Members often forget to suspend or cancel their membership fees when taking leave without pay or other forms of extended leave. Fed Reps are Federation's primary source of information in each school, so please advise all members about the need to contact Federation when they are taking leave and need to suspend payments.