

AUCE Local 1, Special Executive Meeting, 31 March 1976
Ian Mackenzie in the chair.

Janice Doyle, F; Joan Cosar, H; Judy Wright, Observer; Jerry Anderson, B;
Robert Gaytan, Trustee; Frances Wasserlein, Treasurer; Maureen Gitta, Observer;
Valerie Pusey, Observer; Nancy Wiggs, Vice President; Marcel Dionne, Chairperson
Grievance Cmte.; Emerald Murphy, Observer; Margot Scherk, D; Neil Boucher, A;
Peggy Smith, Organizer, Bonnie Schoenberger, Recording Sect'y.

Marcel handed out a list containing suggestions concerning the union organizer's job duties which have been drawn up following a sub-committee meeting of the executive. The following is a point form summary of comments expressed during the discussion of this issue.

- better to have a system of volunteers to take over during lunch break than have the organizer take lunch at unusual hours
- some jobs on campus require irregular lunch breaks
- the idea of volunteers is not agreeable because one division would probably end up supplying all the volunteers
- timing could be changed slightly, to perhaps 12:30-2:30
- half-hour away for lunch is not as serious as a complete hour
- a person on a 9 day week would take half-hour only
- list covers the clerical work but not the side involved with organizing, responding to members questions, or cover a resource person, an educator for the union members which is an absolute priority
- if the work as listed here is going to take up all the time of a full-time person there should be two people in the office with both people sharing the clerical work

Peggy/Frances That there be a general discussion of the points raised in this list and that each person at the table take their turn stating their position.

CARRIED

- agree that there should be two people to run the office but at the moment we have only one person and the proper running of the office with one person should be our main concern - am generally in favour of this outline
- guidelines can be set down but not necessarily mean more will be accomplished
- must discuss how to mobilize the union to get another organizer
- should be overlapping in terms in office if there are two people
- generally agree with outline and it should be implemented as soon as possible as general guidelines
- there are two different jobs to be done
- must be settled as soon as possible, will take several months to get a job outline if we are to have another person
- clerical work most important, suffering because of lack of organization
- extremely important to have someone who can be of use to the various committees
- our union is composed of people working after their regular working hours
- list good at covering clerical responsibilities
- must be settled today as we have many obligations to people which should be taken care of as well as this issue, which seems to have grown out of proportion
- important to define what we want from a person or persons who work in this office and what an organizer is
- this list of duties is for the individual next elected organizer
- this list of duties is only a skeleton to which other suggestions should be added, not meant to be a permanent job description
- is a response from a group of people to the problem at hand, not a definition of the total job

- another person was required in 1974
- political problems arose in discussions about this then and nothing was implemented
- office has not worked in the past because the organizer was overworked
- if two people, both should share in both aspects of the job
- this is a temporary measure which covers work that one individual might be able to complete
- it is important to have someone here to answer members' questions
- we are paying an individual to run the office and that person should be in the office
- getting another individual will take months, we should be concerned about running the office with one person now
- cannot have a position that is not responsible to someone
- cannot rely on getting responsible people for the organizer's position
- must obtain information on what members' priorities are in the running of the union office
- must have someone in office during lunch hours, people want immediate answers to questions and problems they have
- many people isolated in small offices have only the organizer as their contact
- organizer is only position without job description
- do need another person but must work with what we have, one person, now
- matter seems to have developed into a personality conflict
- present organizer accepted this position without a job description and it would be unfair to impose these guidelines on her now
- the office hours should be adopted as of April 1
- this list does not just cover clerical work, it deals with calls, which involves a great deal more than clerical skills, it responds to crises
- this is about as specific as you can be on paper
- do not need another organizer, at least not until we find that fulfilling this job description requires another individual

Frances/Margot That on Tuesday, April 6, at 5:00 p.m., there be a special executive meeting to discuss the strike report.

CARRIED

- difficult to be objective while in the middle of this issue
- these matters should have been raised directly with the individual, the organizer, concerned
- no credit given for the work the organizer has done
- impossible to have only one individual working in office
- much time was spent running errands, a lot of the "frills" have been given up and the office was made into a decent place to work
- no problem seen in completing the tasks on the list
- the hours of work section would hamstring the organizer
- the person in this job must be a superworker
- in some ways it is a thankless job
- did not see people having common interests or people spelling out where they felt the union should be going
- a single organizer cannot and should not be at the beck and call of everyone, no reason the organizer should be in the office 9 hours a day
- we have a number of committees and each has their own standards
- in the future people should consult the person they are having a problem with
- this is a high pressure job but the individual is expected to be here all day and then provide strong support and good ideas to the committees after hours
- not the kind of job you can leave at the end of the day
- description would have to be reviewed continually

- priorities just formed when I (Judy) took office, they are still evolving
- elections are very important and must be kept alive to keep us in touch with the membership
- must remember that the organizer is a member and must be treated with dignity
- in this outline the organizer must answer to other organizations the rest of are not required to do
- on one side the organizer must report to the grievance committee and not act as a steward and on the other that person must respond to calls, this seems contradictory
- time off for research must be at the discretion of other than the executive, every committee should have the right to have the organizer do research for them
- should be a preamble of intent preceding this list
- jobs are taken with the knowledge of the rules and regulations concerning that job and if these are known before an individual starts the job they should respect those conditions
- if a person has a problem the organizer should direct them to the appropriate person or committee
- the organizer should not act as a steward but refer calls back to the appropriate steward
- the appropriate steward should be involved from the start in the event a grievance ensues
- should be no overtime as we all do work for the union after working hours and if the organizer is to be paid overtime should we all?
- if an organizer feels she is putting in too much time she should bring this to the attention of the executive
- if we do overtime work on our jobs we get paid for it, does this theory not also apply to the organizer?
- organizer should be on the executive and grievance cmtes. only, any other committee work would be during office hours
- someone should have a larger picture of where the union is and give direction to the members of the committees
- organizer must keep the union functioning today
- membership give direction to the union
- policy arises from membership meetings
- impossible to be responsible to someone's needs if you don't know what they are
- research work that the organizer does should be of priority to the members
- organizer is treated as any individual on leave of absence from the university with regard to vacation and sick leave, no specific policy on these issues as applied to the organizer
- there should be a second organizer, a list of job duties will be drawn up before the present organizer leaves office which will be more comprehensive than that provided for this meeting
- committees should be utilized to the fullest
- problem is that many people don't know to whom they can turn when having problems and the organizer is their only contact with the union
- the way this is going the organizer should join a separate union to work for better working conditions

Nancy/Neil That this list as a skeleton of job duties for the next organizer be taken to the membership for discussion and suggestions.

- probably would not be very productive
- should work further to get something executive can agree with and then present it to the membership with a recommendation for acceptance

- executive has no unanimity
- membership has a right to make their opinions known before executive presents their recommendation
- will not be on the agenda for the next membership meeting, we are looking at implementation after 3 months or so
- discussion at the meeting would be all over the place without more distinct direction
- a questionnaire may be useful if sent to the membership
- is there to be any discussion of two organizers?
- more work must be done on this prior to taking it to the membership

DEFEATED

- discussion should perhaps continue at the strike committee meeting next week
- matter could be raised as an emergency motion at the membership meeting
- points of view should be put in writing and brought to the next meeting

Meeting adjourned 7:10 p.m.