

**BUILD YOUR
CONFIDENCE**

**REALISE
YOUR
POTENTIAL**

WANTED... UNION REPS





Introduction

If you are interested in becoming a Union rep and would like to know more about it, please read on ...

If the Union is to keep members informed of the issues and events that affect them it is important that we have Union reps.

Usdaw has an agreement with your company that allows members to elect Union reps and Health and Safety Reps. Your full-time Usdaw official will be able to advise you of the number of reps needed in your workplace.

I wouldn't know where to start!

Don't worry. All you will need is a bit of common sense, the ability to talk to people and more importantly the ability to listen.

The Union provides local training courses for new Union reps. When you are on the course your company will pay your wages and all other expenses are paid by the Union so you won't be out of pocket. The courses are run on a friendly and informal basis, involve no tests or exams and will increase your confidence in dealing with things that come up.

What does it involve?

A Union rep's main role is one of communicating information to and from members to either management or the Union or sometimes both. Much of this is done informally by word of mouth or via the Union noticeboard.

There will be times when you are asked to represent individual members during grievance or disciplinary hearings with management, though these types of meetings are normally few and far between.

The **do's and don'ts** of this kind of meeting are discussed on Usdaw's training courses.

Am I on my own?

No! As a Union rep you will have direct access to all the specialist help you will need. Most of the help will come from your local full-time Usdaw official who will be more than happy to assist you particularly when you are a new rep.

How much time will it take up?

None of your own time. The agreement between your company and the Union states that you should be released from your normal duties to carry out any of your Union rep responsibilities. On Usdaw's training courses you will learn all about this agreement.

However, depending on your own circumstances you may wish to attend occasional Union meetings which are held locally in the evenings.

Do I have to work full-time?

No! Because a lot of members work part-time hours many Union reps are part-time staff.

It is now quite common to have part-time staff as reps for different shifts, ie morning, afternoon and evening.

OK ... We'll give it a go. What do we do next?

Easy ... on your Union noticeboard you will find a nomination form. Simply write your name in the first column and get two other members to nominate you.

The nomination form will need to remain on the noticeboard for at least one week. It should then be sent to the local Usdaw office.

In the event of there being more nominations than vacant positions, an election will be arranged by your full-time Usdaw official.

Contact your local Usdaw office if there is no nomination form on the noticeboard.

You can also visit our website at www.usdaw.org.uk/bearep



SUPPORT
FROM
YOUR UNION



ENSURE
WORKPLACE
SAFETY



ACCREDITED
TRAINING

Wherever you work, an Usdaw rep or official (Area Organiser) is not far away. For further information or assistance, contact your Usdaw rep or local Usdaw office.

Alternatively you can phone our Helpline **0800 030 80 30** to connect you to your divisional office or visit our website **www.usdaw.org.uk**

Usdaw
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**Improving workers' lives
– Winning for members**

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DEVELOP
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