

Duties and responsibilities statement

QTU Organiser - North Queensland

Branches:

- **Hinchinbrook**
 - **Lower Burdekin**
 - **Mackay**
 - **Mackay North**
 - **North Kennedy**
 - **Ross**
 - **Thuringowa**
 - **Townsville**
 - **Whitsunday**
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A. Duties common to all Organisers

Organisers will actively work to ensure the achievements of the QTU strategic objectives:

- improving member salaries and working conditions
- developing strong membership satisfaction commitment and engagement with the QTU and its activities, based on the diverse needs of members across the state
- enhancing the capacity and willingness of members to assert their professional and industrial rights
- exerting a strong influence over the state/federal education/training agenda.

1. Members at their workplace

- a. Call and attend meetings of members in order to discuss and report on current Union issues.
- b. Generally, publicise Union policies and activities.
- c. Maintain effective communication with members at their place of employment.
- d. Increasingly encourage members to take the 'first step' in dealing with their individual issues.
- e. Maximise the number of functioning local consultative committees at workplaces.
- f. Attend to member enquiries and complaints after initial action at workplace level has not resolved the relevant issues.
- g. Assist on the Queensland Teachers' Assist Desk (QTAD).

2. Union Reps, Lead Union Reps, Principal Union Reps

- a. Endeavour to ensure that the number of Union Reps in each workplace is maximised.
- b. Support Union Reps, as far as possible, in the carriage of their duties.
- c. Encourage Union Reps to develop a membership culture which involves each member taking greater responsibility to take the 'first step' in dealing with enquiries, concerns and complaints.
- d. Encourage Union Reps to (where appropriate) deal initially with concerns and complaints at their workplace, before referring them to Union officers.
- e. Work with Union Reps in dealing with concerns and complaints which cannot be solved by the members and Union Reps at the workplace.
- f. Assist Union Rep members to turn workplace problems into campaigns, when appropriate.
- g. Investigate and take appropriate action in relation to those workplace issues which can only be dealt with via outside assistance.
- h. Actively involve Lead Union Reps in Union activity to assist the organiser in the carriage of his/her duties.
- i. Actively involve Principal Union Reps in Union activity, particularly the media, mentoring and major meetings.

3. Campaigning

- a. Coordinate major Union-wide campaigns in his/her area.
- b. Develop a culture of 'turning problems into campaigns' among members generally and Union Reps in particular.
- c. Together with Lead Union Reps and Principal Union Reps, lead membership campaigning at workplaces, including Reclaim the Profession campaigns.
- d. Use campaigning to create new rank and file leaders, including mentoring new teachers into Union activism.
- e. Coordinate political lobbying (where relevant), in conjunction with Union-wide major campaigns and local workplace campaigns.
- f. Work with other unions and local Queensland Council of Unions branch (where relevant) in relation to campaigning.

4. New teachers

- a. Actively work to maximise associate membership levels at university campuses in his/her area.
- b. Ensure membership of the QTU by new teachers is monitored and maximised.
- c. Engage in new teacher activities which will encourage new teacher active involvement in the QTU.

5. Regions

- a. Maintain sound communication links with the various senior departmental officers and their staff at the regional level.
- b. Monitor regional adherence to awards/agreements so as to ensure protection of members' conditions.
- c. Monitor regional implementation of state-wide departmental policy to ensure adherence to policy, in order to protect members' rights/working conditions.
- d. Represent/protect members' interests at a regional level through negotiation, liaison and communication with regional staff.
- e. Ensure Union membership of all relevant regional committees, so that the Union is effectively represented on such decision-making/advisory bodies.
- f. Use appropriate communication mechanisms to report unresolved issues to appropriate QTU Senior Officers, Executive and, if necessary, the Department of Education and Training.

6. Union education

- a. Plan and assist the Queensland Teachers' Education Centre (QTEC) in coordinating a program of Union education in the organiser's area, including:
 - ensuring, as far as possible, that all QTU Representatives have at least attended a Union Reps introductory training course
- b. Planning and coordinating other informal education opportunities (e.g. legal seminars, new teacher afternoons, visits to administrator meetings etc.)
- c. Organise membership workplace sessions on local consultative committees, where necessary.

7. Recruitment

Maximise QTU membership by:

- a. monitoring membership levels to ascertain relevant trends and areas where non-membership is higher than the state-wide average, including setting a target of non-members each year
- b. directly approaching non-members during workplace visits, with a view to convincing them to join the QTU
- c. organising honorary officials (e.g. QTU Representatives, area council delegates) to recruit non-members in their workplaces/areas
- d. ensuring active involvement by members in the annual recruitment campaign.

8. Branches

- a. Ensure, as far as possible, that each branch has a full complement of office bearers.
- b. Regularly attend branch meetings in order to discuss and report to members on current Union issues.
- c. Encourage branches to focus on recruitment, campaigning and showcasing to ensure that the branch assists in the QTU's campaigning efforts.

9. Area council

- a. Organise area council meetings.
- b. Discuss and report to area council representatives on current local Union issues.
- c. Encourage area council to focus on recruitment, campaigning and showcasing to assist the QTU's campaigning efforts.

10. Queensland Teachers' Journal

Provision of relevant Journal articles, with emphasis on issues relevant to the organiser's region/responsibilities.

11. Media

Promoting the Union and its activities through the relevant media, including:

- establishing a network of contacts in the local media
- initiating media coverage on relevant local issues
- supporting Union state-wide media coverage at the local level.

12. Collaborative Officer Performance Review (COPR)

Officers are required to provide an overview of their activities and their objectives for the following year. The COPR process is conducted annually. This forms the basis of the quadrennial review of appointment.

B. Specific duties (duties for which the officer has fundamental responsibility)

Brendan Crotty
Deputy General Secretary (Member Organising)