

## MAKING THE UNION WORK

Week 4 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### 09:00 FORMULATING MOTIONS

This week's theme is making the union work. One key route for you to address member's issues is to raise a motion. These could be to the branch, regional council, national executive, national conference etc. Motions need to be well written in order to be clear and concise. Your motion should: -

- State who the motion is from
- Give a reason for the motion
- State clearly the stance you are taking
- Say who should take action
- Give details of the action
- Give time scales

Motions should be about one topic only. Avoid putting one controversial action in a motion that could make the motion fall taking the rest of your actions with them.

Individually, write a motion to put to one of your union meetings on an issue that affects your members.

### 09:40 INVOLVING MEMBERS

*Activity - "Involving Members" - page 4.3*

Look at the activity on page 4.3. Think about the reasons members are reluctant to become active in the trade union movement. Then think about how you can tackle these barriers. Pick one of the issues and produce a flip chart explaining how you plan to overcome the issue.

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

30 minutes for the activity.

### 10:20 BREAK

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

### 10:40 FEEDBACK

	BARRIER	PLAN to OVERCOME
Group 1		
Group 2		
Group 3		
Group 4		

### 11:00 YOUR UNION STRUCTURE

In workplace groups or working individually, produce a flipchart showing how your own position fits in with the local and national union. Show the structure diagrammatically illustrating the various committees though both the lay structure and the paid structure.

Explain the MSF Brough Staff position on the board first to show the idea.

### 11:45 FEEDBACK

### 12:00 LUNCH

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

### 13:00 COURSE MEETING

	Name	Moved	Seconded
Chairperson			
Secretary			

### AGENDA

<u>Apologies</u>			
<u>Minutes of Previous Meeting</u>	Moved	Seconded	vote
<u>Matters Arising</u>	Raised by	Issue	action
<u>Correspondence</u>	Raised by	Issue	action
<u>Workplace Issues</u>	Raised by	Issue	action
<u>Course Issues</u>	Raised by	Issue	action
<u>Motions</u>	motion	Moved Seconded	Vote for : - against : - abstain :
<u>AOB</u> Election of Chair / secretary			

### 14:10 MID COURSE REVIEW -4.15

### 14:20 BREAK

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

### 14:40 TAKING UP ISSUES

Look at the activity on page 4.11. Work in your groups to consider how you would take up an issue through your union's structure. Use the information from your workplace reports to identify the route you need to take. Think about the issue you want to raise, the way you want to raise it and any possible options if your plan is rejected at any stage. It may be useful to draw your plan in the form of a flow chart to illustrate the route.

Explain basic flow chart principles on board.

30 minutes for the activity.

### 15:15 FEEDBACK

	ISSUE	PLAN to PROGRESS
Group 1		
Group 2		
Group 3		
Group 4		

### 15:40 RECORDS OF ACHIEVEMENT

Page Number	Item	Level	How Achieved	Evidence
8	3.1	2	CM, GD	PO, CF
8	3.2	2	GD	PO, CF
11	2.4	2	GD, CM	PO, CF
11	2.3 - chair + sec	2	CM	PO

### 15:55 WORKPLACE REPORT

*Workplace Report "Survey of workplace issues and problems" – page 5.2*