



Role Description

Workplace delegates play a vital role that is both recognised and protected by law and is a critical part of the way we work as a union.

Elected by their fellow members, delegates advocate for, support, mentor, educate and recruit members; helping to build strong, empowered workplaces where workers can collectively stand up for their rights.

There is not just one way to be a great delegate. We love diversity! This role description covers the core responsibilities of all delegates which are activities all delegates should be able to do. The key additional roles provide guidance on areas you may choose to develop in. You will have access to training to develop and enhance your skills in paid work time over your time as a delegate.

Core responsibilities for all delegates

- Attend delegate training.
- Actively support the goals of the Union through effective work and behaviours that uphold the purposes | mātāpono of the Union.
- Promote the TEU within your workplace and encourage people to join.
- Build and maintain strong relationships with members, fellow delegates on site, branch committee members and your local Organiser.
- Attend and at times organise/facilitate TEU member meetings.
- Understand your collective agreement and support and encourage members to understand and enforce their rights.
- Mapping the workplace - work with other delegates to identify who is already a member and who is not; who is active and what member concerns are.

- Encourage and support member involvement in union campaigns and activities.
- Act as a key point of contact between your worksite and your local organiser/s.
- Keep your member colleagues up to date and informed of workplace issues and broader union news and information.
- Activate and maintain a workplace union structure at the branch level inclusive of identifying, recruiting and developing more delegates.
- Connect with delegates from other workplaces and/or national committees, and networks.

Key additional role: Active Recruiter

While all delegates must promote the union, you may wish to develop your skills in active recruitment and mobilisation of your colleagues. This could be:

- ✓ designing and running recruitment activities;
- ✓ planning regular time to proactively engage non-members;
- ✓ inviting non-members to union events and being their point of contact.

Key additional role: Advocacy and representation

Delegates with the appropriate training can play an important role in providing onsite support and representation for members. While any personal case where job security is threatened or misconduct is an issue must go to an organiser there are a range of queries, issues and meetings which a delegate can attend and provide support for a member. If you are keen on this kind of work liaise with your local organiser.

Key additional role: Campaigner/Activist

While all delegates get involved in union campaigns some delegates will want to grow their skills and lead in this area. This can include things such as (but not limited to):

- ✓ Working with TEU comms to speak to media;
- ✓ Working with TEU staff to lead an action or design a campaign;
- ✓ Designing an onsite action for a whole union event (i.e. Mayday).