



'To-Do List'

This resource outlines basic initial tasks for all delegates to complete for their work group. We encourage initiative in addition to these tasks and delegating to other members. For support, advice or issues – contact your union organiser.

	Task	Date Completed	Comment
1	Allocate time in your working week towards TEU activities		<i>Delegates are entitled to reasonable paid time for union activities (Employment Relations Act 2000 s18A)</i>
2	Map your work group Identify non members		<i>This can be used to communicated with members, recruit non-members, and work with your Organiser on planning</i>
3	Introduce yourself to union members		
4	Put up union posters		
5	Have an organizing conversation with union colleagues		
6	Invite new staff to join TEU		
7	Have an organizing conversation with NON-union colleagues		
8	Advise management you are the delegate and requests a 'union update' space in staff /team meetings		
9	Attend site delegate meetings or if cannot attend, send another		
10	Hold a union meeting or event		
11	Delegate a task or responsibility to another member		
12	Have a union noticeboard		