

**TO: The NAPTOSA Representative** for the attention of **all NAPTOSA members**



# NAPTOSA EASTERN CAPE

## NEWS FLASH

14 January 2019

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### *NAPTOSA Union Representatives – Duties and Elections*

The NAPTOSA constitution requires that, within the first two weeks of an academic year, the paid-up NAPTOSA members at an institution/office must elect a Union Representative (a "site steward"). The role of the Union's Representative is an important one. The NAPTOSA requirements of our representatives are as follows:

- *To assist NAPTOSA members at the institution/ office in handling conditions of service problems (which does not mean knowing all the answers! – the role is more one of liaison, pointing the colleague in the right direction, assistance, support and follow-up);*
- *If so requested, to represent NAPTOSA at meetings where a Union representative is required (e.g. when staff appointments are made or during internal disciplinary processes);*
- *To assist NAPTOSA in its communication with its members (a vital liaison role, ensuring that the staff and the Union are kept informed, records are updated, new members are recruited, responses are submitted, etc.);*
- *To assist with any labour relations problems that may arise at the institution or office and which affect NAPTOSA members (which, again, does not mean knowing all the answers, but guiding and supporting the member and monitoring the situation);*
- *To represent the institution's NAPTOSA members at staff meetings and to encourage them to join you in participating in branch and other NAPTOSA activities;*
- *To perform such tasks as may reasonably be requested by the NAPTOSA Provincial Executive, Standing Committee or Branch Committees (e.g. supplying feedback, assisting with venues representing NAPTOSA, etc).*

### *Election of the NAPTOSA Union Representative*

We would be grateful if the 2018 Union Representative or another member would oversee the election of a NAPTOSA representative and we suggest the following procedure:

1. Giving notice of a few days, call a meeting of the paid-up NAPTOSA members on your staff (list was provided to 2018 representative with 2019 Diary envelope).
2. Since we wish processes to be legitimate and democratic, as many as possible of the NAPTOSA members should be at the meeting. If fewer than 25% attend, it is suggested that the meeting be reconvened at another time. If the quorum is again not attained, carry on with the election, as described in point 3 below.
3. At the meeting, explain why it was called, allow for candidates to be nominated and seconded, and have the members present vote for their representative by show of hands (unless 2 or more members request a secret, written vote, in which case someone who is not a candidate should act as a returning officer).
4. Should you be the **only NAPTOSA member** at your institution or office at present, you should kindly undertake to act as the Union Representative. If there are currently **only 2 NAPTOSA members** on a staff, the election of the Union Representative should be by mutual agreement between those 2 members.
5. NB It is the sole right of members to elect their representative. Please resist any attempts by anyone to interfere with your democratic rights.

***Please ensure that the representative for 2019 knows that she/he should:***

1. **Inform the head of the institution** and the institution's secretary of his/her election, so that faxes, mail and other Union matters can be correctly directed.
2. **Update the details of the NAPTOSA representative and the school/campus/ office (the form was provided to 2018 representative with 2019Diary envelope) and post, e-mail it to [brendad@naptosa.org.za](mailto:brendad@naptosa.org.za) OR fax it to 0867547085.**
3. **Return the membership list**, which was also provided to, but first indicate on it members who have left or joined the staff, and whether there has been a change of name or status (e.g. state-paid to governing body-paid or vice versa).

***If you have not received the forms and list referred to, please contact Brenda du Pisanie at the Eastern Cape ([brendad@naptosa.org.za](mailto:brendad@naptosa.org.za)) and she will e-mail/fax the forms and membership list to you.***

4. ***Existing members who recruit new members, and wish to claim the Recruiters' Incentive Fee, should note that ALL the details required on the form must be filled in for the payment to be processed. The recruiter's information is required by SARS.***
5. ***All members are requested to forward the following to Peter Du Preez at 0867434672:  
Name, school, cell phone number and email address.***

### **Handy Hint (1)**

**Encourage new members of staff (temporary or permanent) to join NAPTOSA (The best New Year's resolution any person can take!)**

Remember that a member is paid R150 for every new person recruited (payable after the Union has received the first subscription fees for the new member).