



NAPTOSA NORTH WEST

VISIT OUR WEBSITE www.naptosa.org.za (Go to "Provincial" then "North West")

Tel: 014 533 0257 Fax 014 533 0263 e-mail inforw@naptosa.org.za

10 January 2019

NF 04/19



NEWS FLASH

TO THE NAPTOSA NORTH WEST UNION REPRESENTATIVE

Please make this communication available to ALL NAPTOSA members at your school/college/office.

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 to elect a Union Representative (site steward). The role of the Union's Representative is an important one. The NAPTOSA requirements 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 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 activities;
- To perform such tasks as may reasonably be requested by 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 of your staff (list herewith)
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 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 a returning officer)
4. Should you be the **ONLY NAPTOSA member** at your institution or office present, you should kindly undertake to act the Union Representative. If there are currently only NAPTOSA members of a staff, the election of the Union Representative should be by mutual agreement between those 2 members.
5. 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 2018 knows that she / he should:

- Inform the head of institution and the institution's secretary of his/her election so that faxes, mail and other Union matters can be correctly directed
- Update the details of all the NAPTOSA members in your school (attached template) and return to inforw@naptosa.org.za / kenneths@naptosa.org.za
- Site representative and the school/campus/office on the reply slip provided and e-mail it to doriccam@naptosa.org.za or fax it to the NAPTOSA North West Office [(014) 533 0263] by not later than **Thursday, 31 January 2019.**

RETURN SLIP – UNION REPRESENTATIVE

Name of Elected Representative	
Cell No.	
Email Address	
School Address	
Name of School	

TSHWANELO MMUTLANA
PROVINCIAL CHIEF EXECUTIVE OFFICER