

NZNO delegate job description

GOALS AND RESPONSIBILITIES

Provide leadership, represent members and build organisational understanding

Maintain the flow of information between NZNO members and organisers. Inform NZNO of all issues and problems that arise in your workplace.

Administration

Check membership list details are correct on a regular basis. Maintain a notebook of issues in your work area.

Make yourself known

Does everyone on the job know that you are the NZNO delegate? Assemble an NZNO resource file for your work area. Wear your delegate badge and use:

- » Staff meetings
- » Notice boards
- » New staff orientation

Collective Agreement (CA)

Have a reasonable knowledge of your CA and participate in negotiations.

Recruitment

Encourage all to join NZNO. Aim for 100 percent membership. Attend induction meetings where possible.

Education

Equip yourself. As a delegate you will be expected to attend and participate in the NZNO delegate training programme.

Organising

Ensure members have their voices heard in decisions that affect them. Keep your wits about you. Always be on the lookout for issues to organise around and get members involved.

Work committee

Meet regularly with other delegates.

Meetings

Hold regular meetings with members to keep them informed of NZNO business.

Publicity

Ensure NZNO has a presence in your work area and notice boards have NZNO information on them. Posters and leaflets are available from your local office. Take all NZNO information sent to you to work for members to read and discuss.

Speak up

Lead the way at union meetings. Always keep in mind that you are equal to your employer and that you are the spokesperson for the collective.

Report serious incidents to NZNO

Contact your organiser immediately you hear of a serious incident likely to result in a formal investigation, involving the Coroner, Nursing Council, ACC or Health and Disability Commissioner.

NZNO needs to notify our insurers for indemnity cover. Members need access to legal advice and support.

Reprinted from the NZNO Delegate's Handbook

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