



Please make the contents of this communication available to ALL NAPTOSA members at your site as well as any other interested teachers and public service staff.

## 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 a school/campus/office must elect a Union Representative ("site steward"). The role of the Union Representative is an important one. The NAPTOSA requirements of our representatives are as follows:

- To assist NAPTOSA members at the school/campus/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 school/campus/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:

Giving notice of a few days, call a meeting of the paid-up NAPTOSA members on your staff (list herewith). 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 set out below.

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).

Should you be the only NAPTOSA member at your school/campus/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.

**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 and fax it to 053 832 9312 or 086 565 6105 or alternatively e-mail it to [shahedaha@naptosa.org.za](mailto:shahedaha@naptosa.org.za)
3. Please verify and correct the attached site list by indicating 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 for some or other reason you have not received your site list, please contact Shahedah at the Kimberley Office at 053 832 9311. she will e-mail/fax the site/ membership list to you.
4. The new 2019 NAPTOSA Northern Cape membership form is attached for your use.
5. We also encourage new potential members to complete the online application form, by visiting: [www.naptosa.org.za/index.php/application-for-membership](http://www.naptosa.org.za/index.php/application-for-membership)
6. Existing members who recruit new members, and wish to claim the Recruiters' Incentive Fee, should note that their Tax Number as well as Bank and other requested details must be filled in on the Membership Application Form for the payment to be processed.

**"Just Smile and Remember Why You Wanted To Teach"**

**Greg Titus – PCEO**