



## Verkieping van SAOU-verteenwoordigers 2017

SAOU-verteenwoordigers vervul 'n uiters belangrike rol in die werksaamhede van die SAOU as vakbond en is inderwaarheid die eerste bousteen van die bestuurstrukture waarvolgens die Vakbond funksioneer.

### **Die verantwoordelikhede van 'n SAOU-verteenwoordiger is onder andere die volgende:**

- ✓ Aktiewe bekendstelling van die SAOU, en die werwing van lede.
- ✓ Die beskerming van die belange van vakbondlede in die werkplek.
- ✓ Die kommunisering van nuus en inligting aan lede wat u per SMS, e-pos, WhatsApp of faks ontvang het. (**Plaas asb gereeld nuusbriewe op u skool se kennisgewing**)
- ✓ Verteenwoordiging van lede tydens interne dissiplinêre prosedures, kortlysting- en onderhoudsvergaderings asook verteenwoordiging op departementele taakspanne en die bywoning van departementele vergaderings.
- ✓ Hulp aan die SAOU-kantoor met die byhou en opdatering van die lede status en veranderende inligting, om optimale dienslewering aan ons lede te verseker.
- ✓ Hulp met opnames en behoefte bepalings wat die SAOU van tyd tot tyd sou benodig.

### **Hoe word die SAOU-verteenwoordiger gekies?**

- ✓ 'n Ledevergadering moet belê word en nominasies moet verkry word deur middel van 'n demokratiese proses.
- ✓ Verkies 'n entoesiastiese, lojale SAOU-lid wat bereid is om diens aan lede by die werkplek te lewer en wat moontlike probleme onder die aandag van die Vakbond sal bring.

Ons versoek alle skole om asb hierdie proses **teen 31 Januarie 2017 af te handel**, ten einde ons instaat te stel om sinvolle Skoolverteenwoordigersopleidingsgeleenthede in u area te reël.

Die voltooide "**Inligtingsvorm**" moet asb aan ons terug gestuur word vóór of op 31 Januarie 2017 aan mev Samantha Solomon by e-pos [samanthas@saou.co.za](mailto:samanthas@saou.co.za) of faks **086 687 8844**

[Klik hier](#) vir die "**Inligtingsvorm**"

## **Election of SAOU representatives 2017**

SAOU representatives play an important role in union-related activities on institutional level. They are indeed the cornerstone of the Management structures of the Union.

### **The duties of an elected representative are the following:**

- ✓ The introduction of the union and active recruitment.
- ✓ To protect the interest of union members in the workplace.
- ✓ To communicate SAOU news and information received via sms messages, e-mails, WhatsApps and faxes to the members. **(Please place newsletters on the schools' notice board in the staff room)**
- ✓ The representation of members during internal disciplinary procedures, short listing and interviews as well as representation on departmental task teams and during meetings.
- ✓ Assisting the SAOU office to update members' status or the changes of members' personal information to ensure optimal service delivery to our members.
- ✓ Assisting with opinion polls or needs analysis.

### **How should you elect your new SAOU representative?**

- ✓ Arrange a meeting with SAOU members during which time nominations should be democratically obtained.
- ✓ Elect an enthusiastic, loyal SAOU member who is willing to assist members and who will inform the Union of any problems which might need further assistance.

We kindly request the speedy conclusion of the process by **no later than 31 January 2017**, to enable our office to arrange School Representative training sessions in your area.

You are therefore requested to return the completed **“Information form”** on or before 31 January 2017 to Mrs Samantha Solomon at e-mail [samanthas@saou.co.za](mailto:samanthas@saou.co.za) or fax to 086 687 8844.

**[Click here for the “Information form”](#)**