



**INDEPENDENT ASSOCIATION OF SUPPORT STAFF  
UNION INDÉPENDANTE DES EMPLOYÉ(E)S DE SOUTIEN**

COMMISSION SCOLAIRE LESTER B. PEARSON SCHOOL BOARD

## RESPONSIBILITIES OF THE DELEGATE

There are no special skills required other than a sense of fairness and the ability to be discreet. The Delegates form a working group representing the Union in the workplace and each Delegate is the liaison between the Union (Association) and all the employees in a workplace (school, centre, etc.).

The duties of the Delegate include:

- distributing information sent to members
- liaising with the Association if there should be a problem at your workplace or when the Association needs information from your workplace
- acting as the contact person at the workplace for immediate Association assistance
- arranging visits by the Association to the workplace when needed by the Association or by the members
- keeping the list of members at the workplace updated
- “any other union-related tasks”

When such things as newsletters, or special notices of meetings must be circulated to all members, they are sent to the Delegate to distribute to the support staff and to post on the IASS bulletin board(s).

While members can always call the Union office directly regarding a question/ problem, there are times when the staff, as a whole, has a concern or a need for interpretation. It would be the Delegate’s responsibility to get the answers and report back to the staff or to arrange a visit from the Union (during a break, lunch hour, after school) so that all questions can be directly answered and/or dealt with.

If a member has a problem where he/she is required to report for exploratory or disciplinary measures, the member has the right to have a Union presence there with him/her. This presence would be arranged by the Union President.

The Delegate (from time to time) updates the employee list at the workplace as required by the Union office. Although we do receive the transaction forms and database updates, occasionally we do require specific up-to-the-minute employee list information for purposes of annual general meetings, memberships and elections (as examples).

There will be the occasional meeting to attend. These meetings would be in the evening and may vary in length. The purpose of these meetings could be to discuss any upcoming strategy, to share specific information, to seek counsel and workplace opinions, and also allows the Union to report to the members through the Delegate. There may also be seminar sessions held on a Saturday.