

The role of the contact

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As a UCU contact, you could play a vital role in your branch. In some places you will be supporting the work of our existing local representatives. In others you will be the identifiable face of the union in your immediate workplace (such as a department), someone your colleagues know will be the source of local information from the branch and someone who they can turn to if they want the branch to know what's happening locally.

You will NOT be expected to take up a formal role in representing members or meeting managers unless you later want to receive training and support to become a full representative of the union.

But what you could do to raise UCU's profile in your workplace would be really valuable.

Here are some things that our current local contacts do:

- Put up UCU posters on your office door or in agreed places in your work area.
- Distribute leaflets around your common rooms, leave them on common areas like tables, distribute them around your colleagues' offices.
- Get a list of members from your committee and pass on local branch messages to members.
- Encourage members to participate in local ballots, local elections and in UCU's national ballots and elections.

- Pass on UCU branch emails to all your colleagues, whether they are members or not, suggesting that they read them and encouraging them to join, especially using the online joining link.
- Pass on important national UCU emails to your colleagues, again, encouraging them to read them and to consider joining.
- Encourage members to contact you if there are problems in your work area that the branch needs to know about.
- Hold meetings in your immediate work areas to discuss local issues and feed back to your branch committee.
- Identify non-members in your immediate work area and talk to your reps or branch about the best way of recruiting them.