

Are you well organised?

Checking your organisation

The reality of your current workplace organising may fall short of the definition of a well organised union group. Use this checklist to assess your current situation. The checklist is designed so that any 'No' answers indicate where you may need some organisational development and will help you discover where your organising priorities may lie.

Use the checklist systematically to assess the strengths and weaknesses of your current organising. Give yourself a point for every 'Yes' answer ('No' answers don't score any points).

When you have finished working through each of the sections add up the points you have scored for each. Compare the points you scored with those on the 'Ready Reckoner' on the back page and identify where your strengths and weaknesses are in terms of your union group's organising.

If you find that your workplace is not as well organised as it could be contact eileen.francis@unitetheunion.com or nancy.greene@unitetheunion.com for information and support to improve things

The checklist begins below.

Checklist:
Are you well organised?

Workplace Reps and Activists

- Do you know how many Reps you have? Yes No
- Are there enough Reps? Yes No
- Does every member have a Rep? Yes No
- Do you know which Reps represent which members? Yes No
- Is the Reps group representative of the membership? (think not just in terms of jobs/departments but also of age, gender etc) Yes No
- Do reps regularly take up issues on behalf of members? Yes No
- Are Reps frequently in touch with one another? Yes No
- Have all Reps been on a union training course? Yes No
- Do you have a network of activists who can help the Reps group with organising work? Yes No
- Do Reps encourage members to become active in Amicus? Yes No
- Do Reps invite members to take on special jobs for the union group? Yes No
- Do you provide training for activists? Yes No

Issues in the Workplace

- Do you regularly talk to your members about what issues concern them? Yes No
- Do you regularly talk to non-members about what issues concern them? Yes No
- Do members know what issues you are currently dealing with? Yes No
- Do non-members know what issues you are currently dealing with? Yes No
- Are you campaigning on a major issue at the moment? Yes No
- Do you know what campaigns have been run by Amicus, at any level, in the last 12 months? Yes No

Members

- Do you know how many members you have? Yes No
- Is membership density 80% or more? Yes No

- Do you know where members work, what they do, their age, gender and who their Rep is? Yes No
- Do you know what each of your member's attitude to the union is? Yes No
- Is there a list or database of this information? Yes No
- Does this list/database record any involvement they have had with Amicus? Yes No
- Do all of your members know who their Reps are? Yes No
- Do all of your members know how to contact their Rep? Yes No
- Do you know what other departments or areas within your place of work or, your organisation, have Amicus members? Yes No

Member Involvement

- Do you know what issues members feel strongly about? Yes No
- Is there a network for communicating between members? Yes No
- Do you arrange activities that members can get involved in? Yes No
- Does your workplace group run social events? Yes No
- Do Reps regularly talk to members informally about union matters? Yes No
- Do you hold regular workplace meetings of members? Yes No
- Do you have regular newsletter for members? Yes No
- Are posters displayed advertising Amicus? Yes No
- Are there notices posted telling people who the Amicus Reps are and how they can be contacted? Yes No
- Do you know what percentage or how many of your members have:
 - Attended a union meeting in the past year? Yes No
 - Recruited a new member? Yes No
 - Been involved in health and safety issues? Yes No
 - Been involved in any campaigns? Yes No
 - Undertaken any form of union activity? Yes No

Recruitment

- Do you know how many non-members there are in your workplace? Yes No
- Do you know where they work, what they do, their age, gender and so on? Yes No
- Is there a list or database of this information? Yes No

- Does this list/database record whether they have been approached to join and what their response was? Yes No
- Does management regularly give you a list of new starters? Yes No
- Is it someone's job to ask the non-members to join Amicus? Yes No
- Is it someone's job to ask new starters to join Amicus? Yes No
- Do you have special union recruitment material relevant to your workplace? Yes No
- Do you have recruitment targets? Yes No

Relations with Management

- Do you have a Recognition Agreement? Yes No
- Does the Recognition Agreement say how many Reps you can have and for what areas or departments? Yes No
- Does the grievance procedure allow Reps to take up issues on behalf of members? Yes No
- Are you formally consulted by management on issues that affect members? Yes No
- Does the consultation procedure allow you to raise issues that you are concerned about? Yes No
- Do line managers respond positively when approached by Reps? Yes No
- Do you have formal negotiating structures/systems? Yes No

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'Ready Reckoner'**

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Section	Number of Points Scored			
Workplace Reps & Activists	12	9	6	3
<i>Issues in the Workplace</i>	6	4	3	2
<i>Members</i>	9	7	5	3
<i>Member Involvement</i>	15	12	8	4
Recruitment	9	7	5	3
<i>Relations with Management</i>	8	6	4	2
	<i>Well Organised</i>	<i>Can Still Improve on Organising</i>	<i>Organising is in Danger of Decline</i>	<i>Poorly Organised</i>

Scale of 'Organising Health'