

JOINTLY ACCREDITED OFFICE REPS

Your union needs you

The Amicus JAOR (or First Direct Office Rep FDOR) role isn't easy, but it is rewarding and satisfying. It gives members a real development opportunity.

We need skilled and talented individuals who will:

- Help solve problems and give advice to members
- Recruit and represent members
- Ensure that workplaces are safe
- Consult with and respond to local management on members' views at local level.

To ensure that we have a strong network of confident and effective Jointly Accredited Office Reps (JAORs/FDORs) we offer training which covers:

- Representing members
- Interview techniques
- Presentation skills
- Recruitment techniques
- Organisational planning
- Assertiveness
- Problem solving
- Time management.
- Effective communication

If you want to extend yourself, develop these skills and help other members, this is the role for you.

The role is jointly accredited by the bank and the union. It is governed by a joint agreement which covers issues like time allowed and functions.

If you would like to join our national team of JAORs/FDORs, then please fill in the form overleaf, or ring one of our Seconded Representatives to discuss the role.

These roles are only available to the staff grades. Managers wishing to become more active in the union should speak to one of the Seconded Reps about our Amicus Managers' Committee.

NAME	MOBILE	REGIONS COVERED
CLAIRE PARKER	020 7253 9642	West Midlands, South West, Wales
CHRIS LEWIS	0161 798 1973	Scotland, North East, North West, Yorkshire & Humberside
PAUL ABURN	020 7336 8253	East Midlands, Eastern, London, South East



APPLICATION TO BECOME A JOINTLY ACCREDITED OFFICE REPRESENTATIVE FOR AMICUS IN HSBC

I would like to apply for/continue in * the position of JAOR/FDOR

Full name.....d o b Amicus membership no.....

Full address of workplace.....

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Sort code.....Staff number..... Grade.....

Job title.....

Home address.....

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Phone numbers: Work.....Home.....Mobile.....

E-mail address: Internal..... External.....

Line manager details: Name..... Job title.....

E-mail..... Phone number.....

Previous union experience (if any). This could include details of courses or meetings attended, or involvement as a representative.

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Why do you want to become/continue as * an Amicus JAOR/FDOR?

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* please delete as appropriate Signature.....Date

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NOMINATING MEMBERS: 2 nominations are required

1. Name..... Signature Membership No

2. Name..... Signature Membership No

Please complete and return to: HSBC Seconded Reps Office, AMICUS, 33-37 Moreland Street, London EC1V 8HA
Tel : 0207 253 9642 Fax : 0207 780 4143