

CFATURC4

Contribute to the effective administration of the union v2



Overview

This unit is appropriate for you if your role involves:

1. operating effective union procedures and systems

The activities you are likely to be involved in:

1. developing communication networks
2. working with groups to solve problems
3. organising and conducting meetings
4. producing written correspondence
5. recording and storing information

The elements are:

1. initiating and maintaining information and contact networks
2. leading informal meetings and group discussions
3. organising and servicing meetings and committees

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Performance criteria

You must be able to:

Initiate and maintain information and contact networks

- P1 join suitable networks which are compatible with union policy and representative interests
- P2 maintain a complete and up-to-date contact list and circulate appropriate and relevant information to selected contacts
- P3 attend meetings of network groups which provide opportunities for personal and professional development
- P4 consult contacts on matters in which they have expertise

You must be able to:

Lead informal meetings and group discussions

- P5 invite a suitable number of people appropriate to the context and purpose of the meeting
- P6 establish the purpose of the meeting with other group members at the outset
- P7 present information and summaries clearly and at an appropriate time
- P8 adopt a style of leadership which helps group members contribute fully
- P9 discourage unhelpful arguments and digressions
- P10 make sure decisions taken fall within the group's authority
- P11 record decisions accurately and pass on necessary information to the appropriate people

You must be able to:

Organise and service meetings and committees

- P12 prepare clear and accurate agendas, minutes and papers
- P13 agree specific roles with all those who have a formal role in the meeting
- P14 identify actions arising from meetings and regularly monitor progress
- P15 encourage participants at meetings to make relevant and appropriate contributions
- P16 reach an acceptable consensus on further action where possible
- P17 co-ordinate meetings in a manner which conforms to formal rules of procedure and standing orders

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Knowledge and understanding

You need to know and understand how to:

The nature and role of union administration

- K1 identify and evaluate alternative methods of networking
- K2 make use of effective communication skills to perform union duties
- K3 identify the networks which will be useful and how to make contact with them
- K4 identify barriers to participation and potential ways of overcoming them

Principles and concepts

- K5 make effective use of union resources
- K6 decide if meetings are worth attending
- K7 identify which subjects network members can help with
- K8 identify what sort of meetings to hold for different purposes
- K9 decide who could make a useful contribution to meetings
- K10 check that the meeting has the authority to make decisions
- K11 brief chairs of meetings as to their role and the relevant importance of agenda items
- K12 take effective notes of meetings
- K13 check on progress of agreed action points
- K14 produce minutes of meetings at varying levels of detail
- K15 chair different sorts of meetings and provide clear summaries
- K16 stop discussions
- K17 make sure that rules and standing orders are followed

External factors influencing union administration

- K18 identify and maintain appropriate levels of confidentiality
- K19 apply data protection and copyright legislation
- K20 work within the limits of one's own competence and authority

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