



Union Communications

How we stay in touch with Members

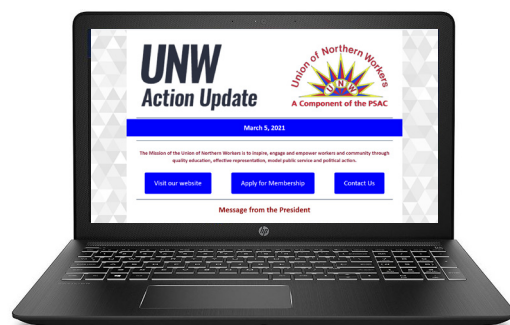
While UNW HQ sends out general information via email, our website, and the members-only UNW Facebook group, the Union relies on the Locals and Regional Vice Presidents (RVPs) to get important information to the membership through the various channels listed in this document.

If you feel like you are missing information, feel free to contact your Local President or RVP. Contact information is on the UNW website.

UNW Action Update

HQ distributes the UNW newsletter via email every two weeks. A link is also posted on the website and on the UNW Facebook page.

To sign up for the UNW newsletter, send your **personal email address** to our Membership Secretary at mem@unw.ca.



Personal Email Addresses Only!

You should **never** use your work email to discuss union business in any way. Employers often monitor employee emails, and union work is none of their business. In addition, you could be breaching an employer email use policy, and could be disciplined. **Always use your personal email address only!**

Direct Emails

UNW HQ also maintains a list of members' personal email addresses for HQ correspondence such as newsletters, communiqués, and service-related issues.

If your email address has recently changed, or if you aren't sure if HQ has your current email address, you can contact the Membership Secretary at mem@unw.ca to update or confirm your contact information.



UNW Website

Most communications that are not confidential can be viewed on the UNW website. The website also contains the UNW **Events Calendar**, which lists upcoming meetings, training, and conferences.

Newsletters, emails, social media posts, and other communications will often direct to check the website for more information about a particular topic.

Find it Online:

- » news releases
- » bargaining updates
- » UNW bylaws and regulations
- » collective agreements
- » convention information
- » contact info for Locals, RVPs, and UNW staff

Union Meetings

Your Local holds meetings periodically throughout the year, and so does your RVP. Union meetings are one of the best ways to get information, ask questions, and provide feedback. Dates and times are posted on the UNW website when the Local lets HQ know about an upcoming meeting.

Sometimes a Local may send notification for Annual General Meetings by mail. Dates & times should be posted on your **worksite union bulletin board**. If you want to know when your next Local meeting is, check the website and/or contact your Local President.

Due to ongoing Covid-19 restrictions, UNW meetings are now conducted online using Go To Meeting, or by teleconference. If you are unable to participate online, ask your Local for the call-in number so you can participate by phone.

Town Hall Meetings

“Town Hall” meetings are generally information only sessions, and are less common. This means that the meeting Chair does all the talking, and attendees listen only. They are held in person, online, or by teleconference.

Questions are usually submitted separately, sometimes in advance. These may be addressed by the Chair during the meeting, or in a follow-up communication afterward.

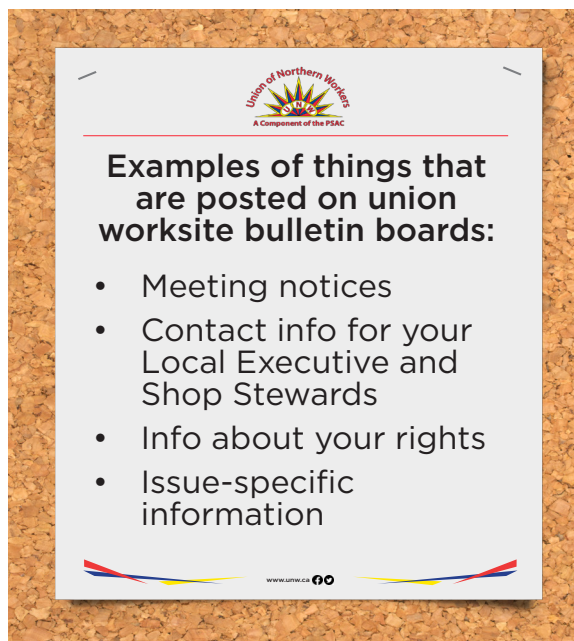




Union Bulletin Boards

Most, if not all, UNW employment worksites are entitled to have a union bulletin board in their worksite. If you do not have one, check your Collective Agreement regarding your entitlement. You can also contact your Local and ask for assistance.

Your Local or HQ will send information periodically to post on these bulletin boards. If you receive union correspondence that says “*please post on union bulleting boards*” in the header, please do, so that everyone gets the information!



Direct Mail Outs



Usually, only important confidential communications, such as voting documents are sent by mail.

Mail-outs are expensive, time consuming, and not very “green”, so while other methods of communication are generally preferred, there is definitely a time and place for communication with members by mail.

Mail correspondence is only sent to members’ **home addresses**, so make sure your address is up to date in our records!

Direct Phone Contact

HQ or your Local may call members directly to pass on information, or your Local may wish to set up a “phone tree” depending on the size of your Local.

If you have a question or want to discuss something, one-on-one communication is always encouraged! Call your Local President, your RVP, UNW HQ, or your Shop Steward! Ask questions, provide feedback, and hash things out. Contact information is on our website.



UNW Contact Information

How to stay in touch

UNW HQ

Mail: Suite 400, 4910- 53rd St
Yellowknife, NT X1A 1V2

Phone: 867-873-5668

Fax: 867-920-4448

Toll free: 1-877-906-4447

e-mail: hq@unw.ca



UNW Website

Main: www.unw.ca

Contacts: www.unw.ca/contact-us

Locals: www.unw.ca/unw-locals

Local Email Addresses

Local email addresses follow the same format: **local#@unw.ca**.

Example:

Local 1 would be “local1@unw.ca”



Only Use Personal Contact Info!

You should **never** use a work address for union communications.

Employers often monitor employee emails, and you could be breaching an employer email use policy. Similarly, any postal mail sent to a work address may be subject to inspection, depending on the workplace.

Always use your personal email and postal address for union communication!