



Union Communications with Members

How does the UNW communicate with you?

UNW HQ relies on the Locals and RVPs to get information to the membership. If you feel like you are missing some information, feel free to contact your Local President or RVP. Contact information is on the UNW website.

UNW Action Update: e-Newsletter



UNW HQ sends around a newsletter every couple of months, by email. A link is also posted on the website and on the UNW Facebook page. Make sure you get the newsletter by sending your **personal** email address to our Membership Secretary.

UNW Website www.unw.ca

All communications that are not confidential can be viewed on the UNW website. You will see in newsletters, emails, and other communications, you will often be directed to read more fulsome information on the website. Check the website regularly for updates!



Union Meetings



Your Local holds meetings periodically throughout the year, and so does your Regional Vice President. Union meetings are **one of the best ways to get information**, because there is a back and forth dialogue, and questions can be asked. 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 also be posted on your worksite union bulletin board. If you want to know when the next Local meeting is, check the website and/or contact your Local President. If you are unable attend a union meeting in person, you should always be able to call into your meeting. You get this information from your Local.

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!



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Union Bulletin Boards

Most, if not all, UNW employment worksites are entitled to have a union informational bulletin board in their worksites. 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 should send information periodically to post on these bulletin boards. UNW HQ also sometimes sends information to post. If you receive union correspondence that is not confidential (ie notifications to membership), please post it on your union worksite bulletin board so that everyone gets the information!

Examples of things that are posted on union worksite bulletin boards:

- Meeting notices
- Local Executive and Shop Steward contact info
- Info about your rights
- Issue-specific information

Direct Mail Outs



Mail correspondence to members is **only sent to home addresses**, never work. (Make sure your address is up to date in our records!) What is sent by mail? It depends on the information. Usually it is important confidential communications that is trying to reach the most people, for example, voting documents. Mail outs are very expensive, and not very “green”, so generally speaking, other methods of communication are preferred, but there is definitely a time and place for direct member mail communication.

Fax Facts

UNW HQ tries to maintain a list of worksite fax numbers, and sends posters called “Fax Facts”.

We rely on the Locals and members to provide us with these numbers.

If you see one of these posters on your worksite fax machine, be sure to grab it and post it on the union bulletin board!

If you don’t think the UNW has your worksite fax number, contact the Communications or Membership department ASAP.

Don’t miss out on important information!



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Personal Emails

UNW HQ maintains a list of member personal email addresses for HQ correspondence such as newsletters and important bulletins, as well as for service-related issues. Your Local may maintain a separate list of email addresses to communicate with you. Your Local should be sending your email address to HQ if you give it to them, so that the main master list is up to date. Unfortunately, people change email addresses more frequently than they change residence addresses, so sometimes it is difficult to keep these lists up to date, but everyone does their best!



Town Hall Conference Call Meetings



“Town Hall” meetings are generally information only sessions, and are less common. This means that the meeting chair does all the talking, to pass on information, the others listen only.

Questions and feedback are sent in separately. Sometimes, depending on the pre-determined meeting format, they can be sent in electronically in advance or occasionally during, the meeting. This is not a preferred method obviously, for numerous reasons, but also because member participation, which includes back and forth dialogue, is the cornerstone of the union!

Direct Phone Contact

Your Local may call members directly and ask them to pass on information, or your Local may wish to set up a “phone tree”. Given the number of members in the UNW and in Locals, it may not be realistic to try to phone all members. Once or twice, the UNW has used “robo-calls” to remind members to participate in a survey (for example) but again, this is not preferred.



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

Make sure all of your contact information is up to date!

Contact the UNW Membership Secretary or the Communications Officer and give UNW HQ any contact changes. Most importantly, we need your personal contact info: home address, home phone, cell phone, personal email address.

Contact info for UNW HQ is on the UNW website www.unw.ca