

Tips for Orienting a New Member to the Union

The first meeting

- **Introduce yourself** and let the member know you are their onsite representative, and where you work.
- **Find out about their job** – what they do; their classification, job status, the expected length of the contract if temporary, and the name of their supervisor
- **Find out what questions they're facing** as they try to do their new job; ask if there are any issues with other members or the supervisor with which they need help. Provide any information that's helpful, and promise to follow-up on questions that require a bit of research.
- **Help them meet co-workers** who are also your members, so they feel less alone and more welcome.
- **Ask if they've ever belonged to a union, and if they have any questions about it.**
- **Provide information about the Union**, and connect what you're saying to any questions they've raised. Show them the information you've brought them: e.g. OPSEU's new member booklet, collective agreement, list of the LEC officers and where they work.
- **Identify when and where your next union meeting is scheduled**; get confirmation that they can come; add them to your communications list.
- **Provide your contact information** – phone, fax, email or face to face
- **Ask if they'll sign a union card**, after you've explained what it is and why it matters.

After the meeting

- **Follow-up by providing information or action you promised**
- **Check in** to see how the person is doing and if they need anything
- **Inform your LEC of your meeting** and ensure the Secretary has accurate information about this member
- **Keep developing the profile of your members** as you get to know them.

Remember, the members need to feel like they are a part of the Union. So by talking to the member in a respectful manner and listening to the concerns expressed, you are showing you have the member's interest at heart.