

AUSTRALIAN UNEMPLOYED WORKERS' UNION

National Structure Document
(POSITION DESCRIPTIONS AND
DEFINITIONS)

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(*In consultation with Operations Coordinators, State Coordinators, and Committee of Management members).

*Passed at the Committee of Management meeting on the
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Version 1.0.



Introduction	2
1. Committee of Management (Executive) - Definitions	4
1.1. President	4
1.2. Secretary	4
1.3. Treasurer	5
1.4. Vice President	6
1.5. Ordinary Committee of Management Members	6
1.6. Privacy Officer*	7
1.7. Mentor*	8
2. Operations Committee (Operations) - Definitions	8
2.1. National Operations Coordinator (or "National Coordinator")	9
2.2. National Division Coordinator	10
2.3. Campaigns Coordinator	11
2.4. National Advocacy Coordinator	12
2.5. Online Advocacy Coordinator	13
2.6. Communications Coordinator	14
2.7. Social Media Coordinator	15
2.8. Senior Policy Adviser	16
2.9. Research Coordinator	17
4. State Division - Definitions	19
4.1. State Division Coordinator	19
5. Local Branch - Definitions	20
4.2. Local Branch Coordinator	20
5.2. Local Branch Secretary	20
5.3. Local Branch Treasurer	21
6 Membership Definitions	22
6.1 General Member	22
6.2. Active Member - (Volunteers)	23
6.3. AGM voting requirements	23

Introduction

Who we are

The Australian Unemployed Workers' Union (AUWU) is an Australian union representing unemployed, underemployed, and unwaged workers', as well as all recipients of Social Security in Australia. The AUWU is a national organisation, with divisions and branches operating in every State/Territory in Australia.

The office holders of the AUWU are unemployed, underemployed, or unwaged workers' themselves. We are run by unemployed workers' *for the unemployed workers*'¹. Our vision is for an Australia in which everyone has the right to dignified employment and social security

Purpose of this document

The purpose of this document is to define and list the positions descriptions of office holders in the AUWU. The organisational structure of the AUWU is not explained in this document. Please reference "AUWU National Structure Document - Overview" for an overview of the organisational structure.

It is crucial to remember that this is simply a list of the "office holding positions" in the AUWU as an organisation. It does not reflect the countless volunteers - through local branches and members of working groups - that regularly have (and still do) contribute to the movement.

Important Note:

As the AUWU is still growing and changing, the nature of this document is subject to change. Changes in our structure need to be passed by a majority of the Committee of Management, and in genuine consultation and assent by the Operations Committee and the National Division Working Group.

¹ Throughout this document we will use the term "unemployed worker" for a shorthand for underemployed, unwaged, *and* unemployed workers'.

1. Committee of Management (Executive) - Definitions

1.1. President

President

Role Description

The President of the AUWU is the executive face of the union. They are responsible for facilitating and convening Committee of Management/Steering Committee meetings, and mentoring the National Coordinator (and other senior figures) in their activities. Additionally, the President develops relationships with other stakeholders and advancing the AUWU's goals and name.

Pathway into Role

- Voted in at Annual General Meeting

Tasks

- Understand, approve and review AUWU annual plan.
- Attend monthly Committee of Management conference meetings.
- Facilitate / convene Committee of Management meetings.
- Facilitate / convene National Steering Committee meetings.
- Coach / mentor National Coordinator regularly and other CoM members as needed.
- Develop relationships with other stakeholders, government, NGO's, and individuals/bodies as required.
- Attend meetings with stakeholders as required.

Estimate of minimum hourly commitment per week: 6-10 hours

1.2. Secretary

Secretary

Role Description

The Secretary of the AUWU is responsible for administration, record keeping activities, managing correspondence, managing membership, and managing the minutes of the Committee of Management meetings.

Pathway into Role

- Voted in at Annual General Meeting

Tasks

- *Understand, approve and review AUWU annual plan*
- *Attend monthly Committee of Management video conference meetings and submit a report for consideration*
- *Attend Monthly National Steering Committee teleconference*
- *Register with relevant state body*
- *Manage correspondence*
- *Manage minutes*
- *Manage membership*
- *Manage record keeping*

Estimate of minimum hourly commitment per week: 6-10 hours

1.3. Treasurer

Treasurer

Role Description

The Treasurer of the AUWU is responsible for managing the financial processes and records of the union.

Pathway into Role

Voted in at Annual General Meeting

Tasks

- Understand, approve and review AUWU annual plan
- Attend monthly Committee of Management video conference meetings and submit a report for consideration
- Attend Monthly National Steering Committee teleconference
- Manage finances

- Maintain financial records

Estimate of minimum hourly commitment per week: 6-10 hours

1.4. Vice President

Vice President

Role Description

The Vice-President of the AUWU is responsible for assisting the President, Secretary, Treasurer, and other Committee of Management members in their role. Additionally, the Vice-President works with the President in building the AUWU's relationship with other bodies and organisations, as well as representing the AUWU in a public capacity.

Pathway into Role

- Voted in at Annual General Meeting

Tasks

- Understand, approve and review AUWU annual plan
- Attend monthly Committee of Management video conference meetings and submit a report for consideration.
- Attend Monthly National Steering Committee teleconference
- Assist President, Secretary and Treasurer as needed.
- Attend meetings with stakeholders as required.

Estimate of minimum hourly commitment per week: 6-10 hours

1.5. Ordinary Committee of Management Members

Ordinary Committee of Management Members (2)

Role Description

Ordinary Committee of Management members are members of the Executive Arm of the AUWU and are responsible for AUWU financial/legal obligations, as well as constantly reviewing AUWU operations on behalf of the membership.

Pathway into Role

- Voted in at Annual General Meeting.

Tasks

- Understand, approve and review AUWU Annual Plan.
- Attend monthly Committee of Management conference meetings.
- Review financial processes and ensure legal obligations.
- Further tasks as agreed by the Committee of Management.

Estimate of minimum hourly commitment per week: 4-10 hours

1.6. Privacy Officer*

(*position is held by a member of the Committee of Management as privacy concerns are the responsibility of the executive)

Privacy Officer

Role Description

The Privacy Officer is responsible for compliance with AUWU privacy principles and is charged with ensuring the Privacy Policy is current and reflects legislative compliance.

Pathway into Role

Voted in by majority by Committee of Management.

Tasks/Responsibilities

- To ensure AUWU compliance with AUWU privacy principles and that the Privacy Policy is current and reflects legislative compliance
- Ensure that Privacy Policy is accessible to all AUWU Volunteers and is available for all AUWU volunteer induction
- Ensure that AUWU current Privacy Policies is distributed to coordinators for operationalisation
- Monitor AUWU Privacy Policy email address
- Respond to Privacy Policy breaches with recommendations for process improvements and training
- Undertake reporting of Privacy Policy compliance and breaches to COM

Reports to

Committee of Management

1.7. Mentor*

(*Mentors are an advisory position to the Committee of Management, the position is available at the discretion of the Committee of Management. It is usually given to leaders of other unions or movements, academic or experts in their field, or to ex-senior AUWU CoM or Operations Committee members)

Mentor

Role Description

Mentors are an advisory position to the Committee of Management and assist relevant AUWU teams in building the union.

Eligibility

- Agree to uphold AUWU Constitution, Organisational Guiding Principles, and Confidentiality Agreement ([available online here](#))

Pathway into role

- Accept formal invitation from the AUWU Committee of Management
- The role will be ongoing until either the Mentor or the AUWU opt to end the mentor relationship, which can be done at anytime.

Tasks

- Provide contact details in order to establish a direct line of contact.
- Provide quarterly peer to peer mentor sessions with AUWU leadership if required
- Assist in further developing and refining the mentor relationship if required
- Be publicly listed on AUWU website as mentor
- Receive updates on key developments at AUWU

2. Operations Committee (Operations) - Definitions

2.1. National Operations Coordinator (or “National Coordinator”)

National Operations Coordinator

Role Description

The National Operations Coordinator is the most senior AUWU figure, responsible for managing and coordinating all aspects of AUWU operations and administrating the Operations Committee. They are responsible for ensuring that the Annual Plan is written and implemented in the union.

Eligibility

- Volunteer member for at least 6 months
- Completed AUWU Advocacy Training

Pathway into Role

- Voted in by Committee of Management by a majority.

Responsibilities

- Manage and coordinate all aspects of AUWU operations and activities of Operations Committee.
- Organise Operations Committee meetings and ensure that minutes, action item registers, and important decision making documents are stored correctly.
- Write Annual Plan with Operations Committee for Committee of Management Approval.
- Implement Annual Plan.
- Fill Operations Committee vacancies.
- Assist Coordinators fill vacant positions.
- Speak on behalf of the AUWU.
- Attend and collaborate in Committee of Management meetings.
- Be available by phone and email during mutually agreed hours.

Reports to

Committee of Management*

* Reports due every Committee of Management meetings, written reports requested when necessary.

(Estimate of minimum hourly commitment per week: 25 hours)

2.2. National Division Coordinator

National Division Coordinator

Role Description

The National Division Coordinator is responsible for organising the National Branch Coordination meetings, and managing the national branch structure of the union. They are responsible for coordinating and responding to the needs of state coordinators and developing their relationship with Operations. They are the state divisions (and ultimately the local branches) chief representative. Additionally, they are responsible for building and maintaining a genuinely democratic branch structure in the union.

Eligibility

- Volunteer member for at least 6 months
- Completed AUWU Advocacy Training

Pathway into Role

- Voted in by State Divisions by a majority

Responsibilities

- Facilitate/Chair regular National Branch Coordination meetings, and ensure that minutes, agendas, and relevant documents are recorded and stored.
- Provide resources and support to State Division Coordinators as required.
- Liaise and promote communication between Branches, State Division Coordinators, Committees, Operations, and Working Groups.
- Attend all operations committee meetings.

- Support and facilitate the use of AUWU resources, like Action Network, amongst Branches.
- Ensure the National Directory and union email address are up-to-date for branch use.
- Ensure that the union's website has updated contact information for volunteering and attending local branches.
- Be available by phone and email during mutually agreed hours.
- Work with the Committee of Management and the Operations Committee to build and maintain a genuinely democratic branch structure.

Reports to

National Coordinator*

*Written reports only necessary when requested by National Coordinator.

(Estimate of minimum hourly commitment per week: 20-25 hours)

2.3. Campaigns Coordinator

Campaigns Coordinator

The Campaigns Coordinator is responsible for organising and developing AUWU national campaigns and coordinating the AUWU's campaign strategy. They work closely with the National Division Coordinator and other Operations Coordinators in implementing campaigns and mobilising volunteers.

Eligibility

- Member.
- Completed AUWU Advocacy Training.

Pathway into Role

- Voted in by the Committee of Management following recommendation by National Coordinator.

Responsibilities

- Manage and coordinate AUWU campaigns.
- Develop and implement AUWU's campaigning strategy.

- Coordinate campaigns volunteers and ensure proper training (may be delegated)
- Correspond with National Branch Structure regarding ideas and strategies for campaigns.
- Attend all operations committee meetings.
- Be available by phone and email during mutually agreed hours.
- Attend all operations committee meetings.

Reports to

National Coordinator*

*Written reports only necessary when requested by National Coordinator.

(Estimate of minimum hourly commitment per week: 15-20 hours)

2.4. National Advocacy Coordinator

National Advocacy Coordinator

The National Advocacy Coordinator is tasked with overseeing and coordinating the AUWU's advocacy services. They are responsible for maintaining the standards of AUWU advocacy training, ensuring the AUWU Rights Guide is up-to-date, and mentoring advocates.

Eligibility

- Member.
- Completed Advocacy Training.
- Experienced in all aspects of AUWU Advocacy services.
- Experienced in training programs.

Pathway into role

- Voted in by the Committee of Management following recommendation by National Coordinator.

Tasks

- Oversee and coordinate the AUWU advocacy services, which include the 5-day national advocacy hotline, call-back, and email services.
- Coordinate national advocacy hotline to ensure Advocacy Officers are rostered for each day of operation (rostering may be delegated).
- Mentor online advocacy coordinator.
- Train and debrief Advocacy Officers to ensure they develop the skills to provide advocacy services, particularly operating the advocacy hotline.
- Ensure each advocacy officer has access to advocacy email, intake form, and voicemails to make call backs as needed.
- Produce monthly written reports on state of AUWU Advocacy services.
- Train up upcoming Advocacy Coordinators.
- To ensure that all Union office holders have Advocacy training
- Be available by phone and email during mutually agreed hours.
- Attend all operations committee meetings.

Reports to

National Coordinator*

*Written reports only necessary when requested by National Coordinator.

(Estimate of minimum hourly commitment per week: 20 to 25 hours)

2.5. Online Advocacy Coordinator

Online Advocacy Coordinator

Role Description

The online advocacy coordinator is responsible for overseeing and coordinating the AUWU's online advocacy services. They are responsible for training and managing the online advocacy team, and ensuring that our online advocacy policies and information are up to date.

Eligibility

- Active member.
- Completed Advocacy Training.
- Experienced in online advocacy services.
- Experienced in training programs.

Pathway into role

- Voted in by the Committee of Management following recommendation by National Coordinator.

Tasks

- Oversee and facilitate the AUWU online advocacy services, which include the AUWU facebook page inbox, emails, and other online advocacy requests.
- Coordinate the rostering of the AUWU online advocacy services, ensuring that it is staffed 5 days a week (rostering may be delegated).
- Support and mentor online advocacy volunteers.
- Train and debrief Online Advocacy Officers to ensure they develop the skills to provide advocacy services, particularly abiding by the Online Code of Conduct.
- Ensure the Online Code of Conduct, and other relevant policy, is up to date and in place.
- Be available by phone and email during mutually agreed hours.
- Attend all operations committee meetings.

Reports to

National Coordinator*

*Written reports only necessary when requested by National Coordinator.

(Estimate of minimum hourly commitment per week: 20 - 25 hours)

2.6. Communications Coordinator

Role Description

The Communications Coordinator for the AUWU is responsible for managing the union's public relations and media presence, coordinating AUWU communications, developing AUWU communications strategy, and coordinating the Communications Working Group.

Eligibility

- Volunteer member for at least 6 months
- Completed AUWU Advocacy Training

Pathway into Role

- Voted in by the Committee of Management following recommendation by National Coordinator.

Tasks & Responsibilities

- Coordinate AUWU communications and develop AUWU communications strategy.
- Manage AUWU public relations and media presence.
- Coordinate Communications Working Group.
- Handle media requests and assist AUWU office holders with media training.
- Spokesperson for AUWU (note this can be delegated).
- Be available by phone and email during mutually agreed hours.
- Attend all operations committee meetings.

Reports to

National Coordinator

(Estimate of hourly commitment per week: 20 - 25 hours)

2.7. Social Media Coordinator

Role Description

The social media coordinator is responsible for overseeing the use of social media platforms under the AUWU brand, incl. Facebook, Twitter and Instagram. This includes generating, posting and moderating content, coordinating a consistent theme for content and moderation with team members and working closely with the online advocacy and communications coordinators. The social media coordinator must also ensure that all activities on AUWU brand social media platforms are consistent with the Online Code of Conduct and the Guiding Principles of the AUWU.

Eligibility

- Volunteer member for at least 6 months
- Completed AUWU Advocacy Training

Pathway into Role

- Voted in by the Committee of Management following recommendation by National Coordinator.

Tasks & Responsibilities

Reports to

National Coordinator

(Estimate of hourly commitment per week: 15-20 hours)

2.8. Senior Policy Adviser

Senior Policy Adviser

Role Description

The Policy Adviser provides advice and assistance to the Operations Committee (and Committee of Management as necessary) on policy, strategy, legislation, and research relevant to the union.

Eligibility

- Volunteer member for at least 6 months
- Completed AUWU Advocacy Training

Pathway into Role

- Voted in by the Committee of Management following recommendation by National Coordinator.

Tasks & Responsibilities

- Advise and assist the Operations Committee (and Committee of Management as necessary) on the following:
 - Providing policy support to the AUWU in regards to reforming employment services, social security policy, and (in general) policy relevant to unemployment/underemployment.
 - Interpreting the *Jobactive* Deed and relevant guiding documents

- Providing strategic advice for the AUWU in its relationship to the employment services industry, *jobactive* providers, the Department of Jobs and Small Business, the Department of Social Services, and other relevant organisations and bodies.
 - Support executive with policy briefings prior to stakeholder meetings and events.
 - Prepare summaries and position briefings on policy initiatives.
 - Analyse government policy and legislation relevant to the AUWU.
 - Write persuasive pieces to influence policy.
 - Attend all operations committee meetings.
- Advise Advocacy Working Group
 - Attending Operations Committee Meetings.

Reports to

National Coordinator*

*Written reports only necessary when requested by National Coordinator.

(Estimate of minimum hourly commitment per week: 15 to 20 hours)

2.9. Research Coordinator

Research Coordinator

Eligibility

- Volunteer member
- Member of Research team

Pathway into Role

- Vote in by Operations Committee by a majority

Tasks & Responsibilities

- Organises monthly Research Team meetings
- Coordinates research team
 - Ensures minutes and agendas are tabled and stored
 - Ensures deadlines are met and research activities are completed on time.

- Coordinates the execution of research activities
- Coordinates with Operations Committee to get approval for submissions submitted in the AUWU's name.
- Attend all operations committee meetings.
- Developing research priorities in conjunction with the Operations Committee.
- Working with the Communications Working Group to disseminate the messaging from research.
- Seeking out funding partners or in-kind support for original research projects, liaising with the fundraising work group to raise support for these.

Reports to

National Coordinator*

*Written reports only necessary when requested by National Coordinator.

4. State Division - Definitions

4.1. State Division Coordinator

State Division Coordinator

Eligibility

- Volunteer member

Pathway into Role

- Voted in by a majority of local branch coordinators in their state.

Tasks & Responsibilities

- Organises regular State Coordination meetings with local branch coordinators in their state or territory.
- Recruits new AUWU members and volunteers.
- Supports the development of new local branches, with particular attention to regional or high-unemployment/underemployment affected regions.
- Assists and supports the implementation of motions passed by the State Division meetings.
- Coordinates state-level activities, events, and campaigns.
- Updates local branch coordinators on National AUWU campaigns, events, and activities.
- Assists local branch coordinators with funding of financial/budgetary resources and distribution of other resources required by local branches.
- Attends monthly National Branch Coordination meetings organised by the National Branch Coordinator.
- Represents the AUWU on a state basis, amongst stakeholders, and amongst other relevant organisations or persons.

Reports to

National Division Coordinator (yearly written report for AGM).

5. Local Branch - Definitions

4.2. Local Branch Coordinator

Local Branch Coordinator

Eligibility

- Volunteer member

Pathway into Role

- Voted in by local branch members by a majority.

Tasks & Responsibilities

- Organises regular branch meetings at an accessible meeting place.
- Recruits new AUWU members and volunteers.
- Assists and supports the implementation of motions passed by the local AUWU branch.
- Assist the Local Branch Secretary and ensures that minutes and agendas are stored correctly.
- Coordinates local branch activities, events, and campaigns.
- Update members on AUWU events, state activities, national activities, and campaigns,
- Assists and supports AUWU members re: referrals to AUWU Advocacy services, advocacy trainings, and other AUWU events/services.
- Represents the AUWU on a local community basis, amongst stakeholders, and amongst other relevant organisations or persons.

Reports to

State Division Coordinator or National Division Coordinator (as per appropriate)

5.2. Local Branch Secretary

Local Branch Secretary

Eligibility

- Volunteer member

Pathway into Role

- Voted in by local branch members by a majority.

Tasks & Responsibilities

- Manage correspondence
- Manage minutes
- Manage membership
- Manage record keeping
- Assists local branch coordinator in upcoming events, meetings, and action item reminders as required.

Reports to

State Division Coordinator or National Division Coordinator (as per appropriate).

5.3. Local Branch Treasurer

Local Branch Treasurer

Eligibility

- Volunteer member

Pathway into Role

- Voted in by local branch members by a majority.

Tasks & Responsibilities

- Manage local branches finances.
- Maintain local branches financial records.
- Liaise with the National Treasurer.

Reports to

National Treasurer

6 Membership Definitions

Membership Definitions

6.1 General Member

General members are people who sign up to the AUWU either via our website, over the hotline, or in person, but who do not - at this stage - commit to volunteering. What they agree to, is the following:

- Agree to receive correspondence from the AUWU.
- Agree with the guiding principles.
- Agree with the list of demands.
- Agree to receive opportunities to attend meetings/events and call-outs of volunteering.

The aim of a general membership is *not* to be a card-carrying members of the union. But a general member who supports to aims of the AUWU and is interested in following our activities and using some of our free resources (e.g. Hotline, Rights Booklet, etc.). However, they more than just "mailing list subscriptions" as (a) they generally use our resources and services, and, (b) they demonstrate their support for the AUWU by agreeing to our List of Demands. Essentially, these are members not necessarily interested in regularly volunteering, but support the AUWU and consider themselves part of our movement.

Eligibility

- Support our list of demands
- Agree to uphold our guiding principles.

Pathway

- Sign up on website or over the phone
- Sign up on the website, over the phone, or with an office holder of the AUWU in person.

Obligations

- Uphold guiding principles.
- Support the AUWU list of demands.

Receive from AUWU

- Right to vote and participate at local branches.
- Right to nominate for AUWU office holder positions (except executive positions).
- Training and mentoring opportunities.
- Regular updates on AUWU activities.
- Receive opportunities to attend meetings/events and call-outs of volunteering.

- Correspondence from the AUWU and regular updates on AUWU activities, opportunities to participate (e.g. online polls, submissions, etc.).

6.2. Active Member - (Volunteers)

Eligibility

- Agree to undertake work with children assessment if necessary (this is because we work with single parents in ParentsNext)

Pathway

- Fill out volunteer membership form either: (a) on our website, (b) through our national hotline, or (c) in person with an AUWU office holder.

Obligations

- Uphold AUWU guiding principles, confidentiality agreement, demands list, and constitution

Receive from AUWU

- AUWU induction materials
- Support and guidance from relevant coordinator
- Access to AUWU volunteer online platforms

6.3. AGM voting requirements

Eligibility

- Non-full time worker. *Full-time worker* defined in accordance with national legislation.
- Verified by an AUWU coordinator or delegated officer to be an *active volunteer member* for at least six months over the previous two year period.