

AUSTRALIAN UNEMPLOYED WORKERS' UNION

National Structure Document

(OVERVIEW)

Written by Alex North as National Coordinator*

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

*Passed at the Committee of Management meeting on the
18th of November, 2019*

Version 1.0.



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Abbreviations/Definitions

AGM	Annual General Meeting
AUWU	Australian Unemployed Workers' Union
CoM	Committee of Management
NDWG	National Division Working Group
OC	Operations Committee

Introduction

Who we are

The 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 explain the structure and functions of the Australian Unemployed Workers' Union (AUWU) as an organisation. Position descriptions and membership definitions are not included in this document (see the companion piece "AUWU National Structure Document - *Position Descriptions*").

Our constitution is a very limited document aimed at providing the minimal non-for-profit structure for the AUWU executive, and is designed not to go into the concrete organising structure of the AUWU as a developing and dynamic union. The AUWU is unique in synthesising aspects of a non-for-profit structure and a more traditional trade union structure to achieve its ends for members.

Although the AUWU is ultimately more than an organisation - namely the movement of unemployed, underemployed, unwaged workers' - the collective power that is achieved by being an organisation, cannot be underestimated. The fact that the AUWU exists at all, and especially at a national level with branches in every state/territory, is a remarkable feat that is unparalleled in Australian history. Even the great Unemployed Workers' Movement (UWM) in the 1930's or the proliferation of Unemployed People's Unions (in the 1970's) never reached such degrees of coordinated organisation and cooperation as the AUWU has achieved.

With this in mind, it is crucial to remember that this is simply an overview of the "office holding positions" and structures in the AUWU as an organisation. It does not reflect the

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

countless volunteers - through local branches and members of working groups - that regularly have (and still do) contribute to the movement.

In order for you to learn more about your union's structure, this document is written for you.

If any members have any further questions about our structure, please contact membership@auwu.org.au.

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. Outline AUWU National Structure

1.1. What the Union Does

To better understand the structure, it's important to understand some of the key activities the union does.

The unemployed workers' movement has a rich history in Australia, and has existed in various incarnations since the 1840's. The movement has historically responded in resistance to the fluctuations of the boom and bust cycle of the capitalist economy. During periods of economic downturn or crisis, workers' found themselves newly unemployed or underemployed and swelled the ranks of the pool of underemployed and unemployed workers'. Contrary to popular belief, this "Reserve Army of Labour" has not accepted their poverty, social and economic exclusion and precarity lightly. They have organised and fought back as to what they perceived as the injustice of unemployment and demanded the right to work. A short history of this movement can be found elsewhere, but what is important to remember is that the AUWU is the inheritor of this diverse history and respects our comrades previous struggles for social justice.

The Australian Unemployed Workers' Union began as a small advocacy group of unemployed workers' in 2014 that wanted to know what rights unemployed workers' had in the privatised job provider system (then known as "Job Services Australia"). In 2015, the AUWU launched its free hotline service to assist other unemployed workers' to know their rights and share what they'd learned. But in order to assert their rights, unemployed workers' had to organise. From then on, unemployed workers' groups emerged organically all throughout Australia - from Perth to Cairns - and resulted in the AUWU becoming a National organisation to represent the expanding unemployed workers' movement.

Advocacy still forms the core of the AUWU's services (through our rights guide, hotline, online advocacy services), but it is the grass-root branches that campaign for unemployed workers' issues to be heard. As a union, the AUWU consists of local branches, a state branch (or simply state coordinator depending on state/territory development), and a national team (the Operations Committee's Working Groups) (see section 4).

Since its humble origins, the AUWU's actions have expanded enormously. The AUWU is now recognised as the peak body/major stakeholder for unemployed workers' in Australia. As such the AUWU carries out research and reports on behalf of its

membership, as well as pressures government and Non-Government Organisations to demand that change occurs.

1.2. The Six Core Functions of the AUWU

Taking a reductionist approach, if we were to reduce the AUWU into “core” activities, six key areas can be categorised (in no particular order):

1. **The National Branch Structure**

The AUWU exists as a national union with branches in every state and territory in Australia. Each local branch sends a delegate to the state branch, which, in turn, sends a delegate (the State Coordinator) to represent that State's interests and concerns in the National Division Working Group to influence national direction.

The local branches are the blood and the muscle of the union, they are the movement on the ground organising in their local community. A remarkable feature of the AUWU is the autonomy and power local branches have to shape their activities and structure to fit their local conditions. (For more information, see section 4).

2. **Advocacy Services**

Advocacy is the heart of the AUWU. The AUWU is proud to be the only national organisation offering free advocacy advice to unemployed workers' in the jobactive, Centrelink, and Social Security system. Our trained volunteers operate the **National Advocacy Hotline**, run the **Online Advocacy services** (over our national facebook page, our twitter, and via email/intake forms), offer **in-person advocacy support**, and ensure that the latest advocacy information is available via our “**AUWU Rights Guide**”.

3. **Campaigns**

Campaigning is a central strategy of the union to influence political discourse and agitate for political, economic, and policy reform. (For a list of past and current AUWU campaigns, please visit www.auwu.org.au)

Campaigns vary from the National level and the Local Level, and often they come together. A great example of this is the “Raise the Rate Campaign”/“AUWU Dignity Not Dole”. Nationally, the AUWU committed itself to Raise the Rate campaign and ran alongside it the “Dignity Not Dole” campaign (a highlight of which was a panel in Melbourne with various political candidates, academics, and the journalist/academic Virginia Eubanks), and organised various activities through the branch structure. Locally,

South Australian and New South Wales AUWU branches organised independently and lobbied local councils to pass motions supporting a raise to newstart.

4. **Communications/Media**

The AUWU has a strong presence in the media as the recognised peak body for unemployed workers' in Australia. Engaging with the media (whether old media or new media), allows our members voices and list of demands to be heard on a national level.

In order to get our news out there, the AUWU has several social media platforms for members and the public to keep informed. As of November 2019, the AUWU has a [National Facebook Page](#) (as well as pages for local and state divisions), a [Twitter](#), instagram, a [YouTube channel](#), and of course a website.

5. **Research, Policy, and Reports**

Ever since its inception, the AUWU has published research and reports to engage with the public discourse and reveal the realities of the vicissitudes of unemployment.

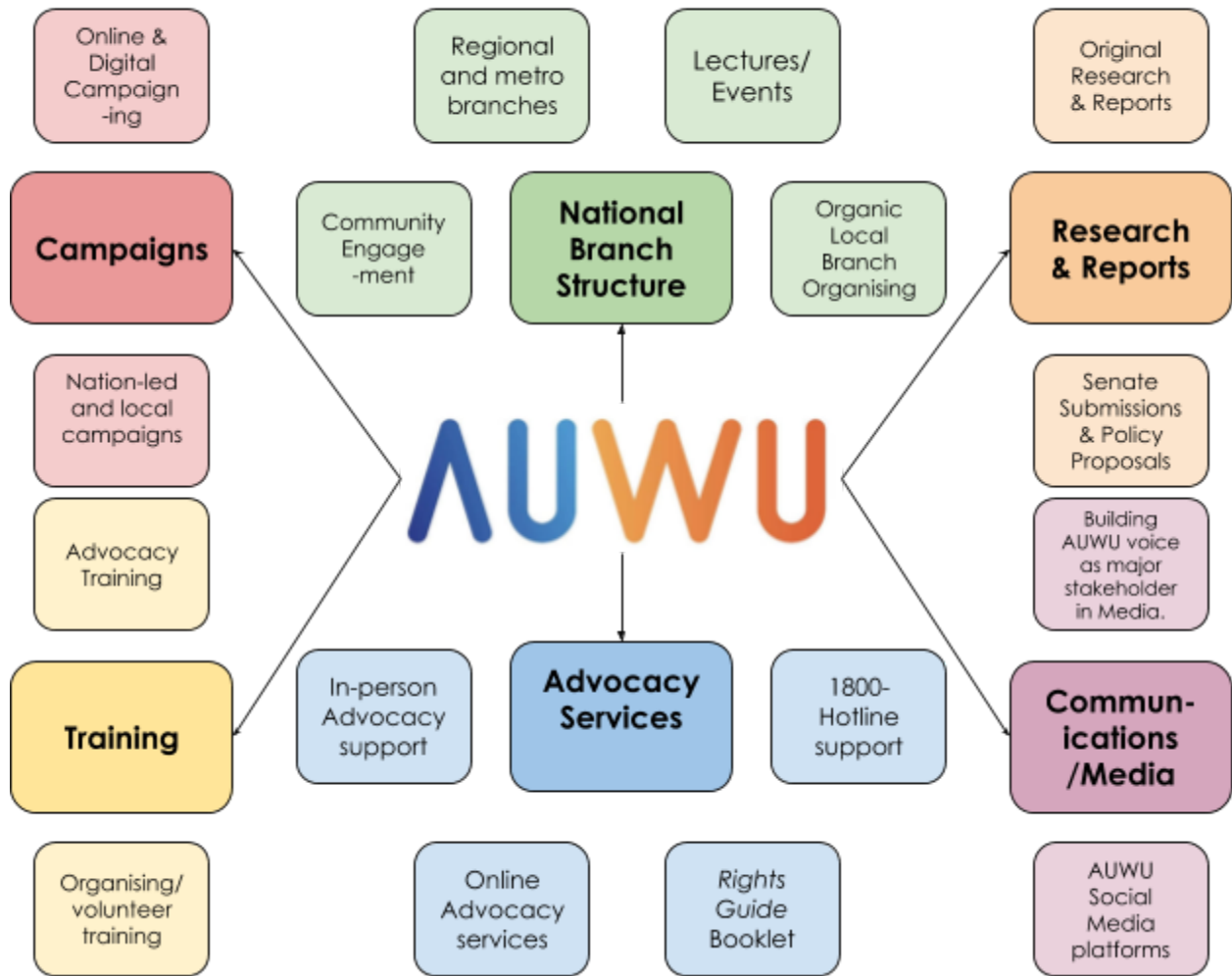
The AUWU has submitted and presented evidence to dozens of **senate inquiries**, published **original research** with PerCapita (in "Working It Out: Employment Services in Australia"), conducted **reports** into the Cashless Welfare Card Trial in Ceduna (the "Ceduna Report"), and continues to publish material revealing the unemployment crisis.

6. **Training**

Training is an essential aspect of the unions operations. **Advocacy Training** is one of the AUWU's chief activities, empowering our members to understand what their rights are and to learn how to assert those rights. The members of the Advocacy Working Group work tirelessly to roll out national training for members and try to hold an in-person training in every state each year.

Additionally, members of the National Team work with local branches to mentor them and provide resources and assistance.

Figure 1: AUWU Core Activities



For further information, please visit our website www.auwu.org.au, follow our Facebook (<https://www.facebook.com/unemployedworkersunion>) and Twitter (<https://twitter.com/AusUnemployment>), or contact volunteer@auwu.org.au

1.3. Overview of Current AUWU Structure

The AUWU can be broken down into three sections: **an executive arm** (see section 2), **a national operational arm** (see section 3), and **a national branch structure** (see section 4).

Each arm is responsible for an activity, function, or aspect of the AUWU. As the AUWU is a national organisation, it is necessary to have some degree of democratic centralisation to carry out the day-to-day operations and coordinate the AUWU as a national body. This is the responsibility of **Operations Committee** (see section 3), which delegates tasks to Working Groups that coordinate, plan, and deliver the activities defined by it by the Operations Committee.

As a union, the AUWU has a National Branch Structure to allow members to get involved and organise in their local communities. The branch structure is organised into National, State, and local divisions (see section 4). It is the responsibility of the **National Division Working Group (NDWG)** (see section 4.4) to assist and coordinate these branches. However, unlike other Working Groups, the National Division Working Group is directly elected by the local members through the National Branch Structure and cooperates closely with the Operations Committee.

In order to ensure good governance, the operational arm of the union is separated from the governance arm. The **Committee of Management (CoM)** (see section 2) is responsible for AUWU's legal responsibilities, its policy, its finance, its governance, and reviewing the operations of the union.

STRUCTURE OF THE AUSTRALIAN UNEMPLOYED WORKERS' UNION



Membership

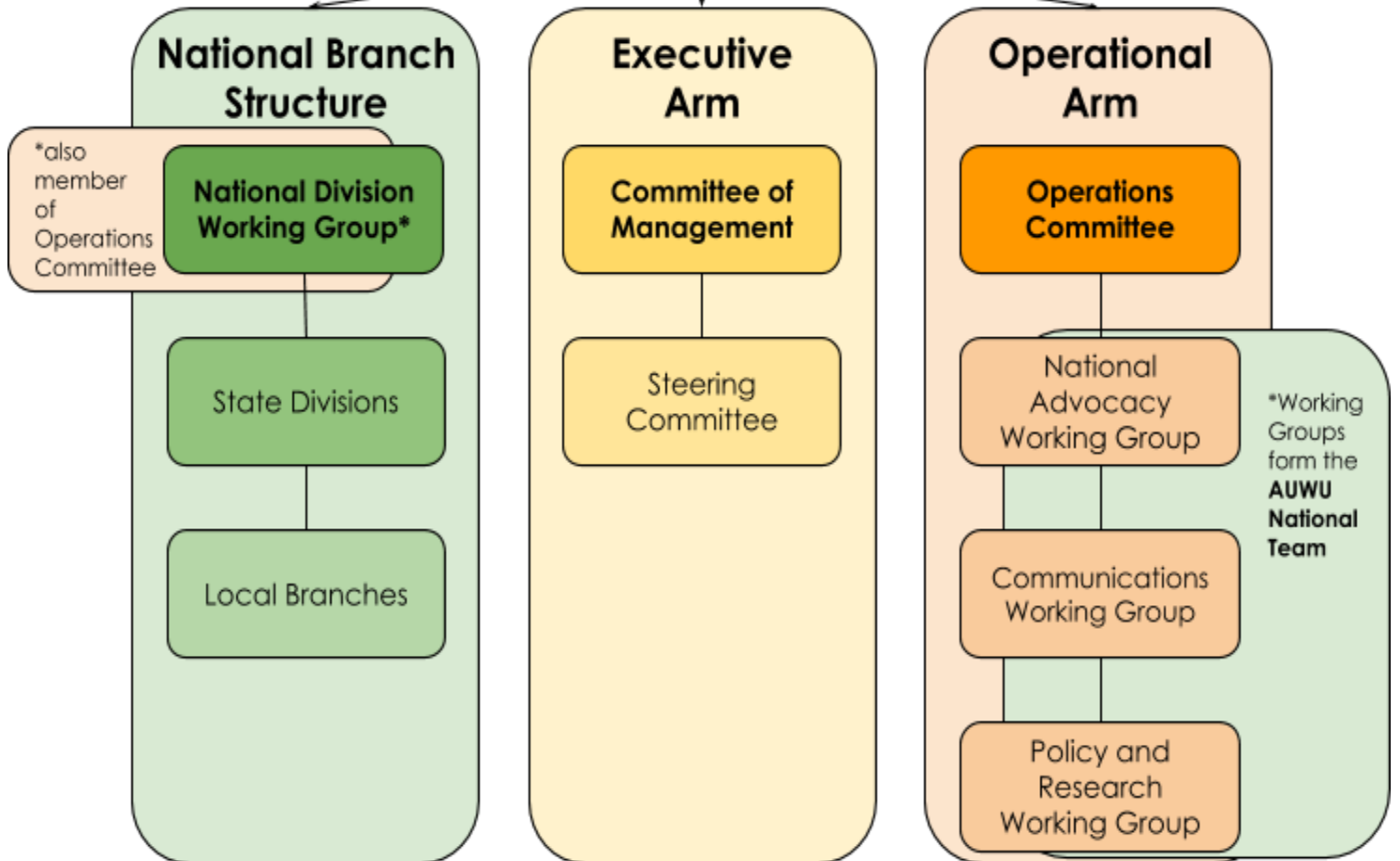


Figure 2: Structure of the AUWU

2. The Executive arm - (Committee of Management).

The body charged with the executive functions of the national union is the **Committee of Management (CoM)**. The CoM is democratically voted in by the AUWU membership every year at the Annual General Meeting (AGM), and a requirement of CoM is that its members are unemployed, underemployed, or unwaged workers' (to ensure that the AUWU is representative of its membership).

Box 1: What the CoM does.

What does the Committee of Management (CoM) do?

The CoM is charged with upholding the AUWU's legal obligations, ensuring good governance, approving financial budgets/procedures, developing strategic direction with Operations, updating union privacy policy, and approving/reviewing the progress of the Annual Plan.

Box 2: What the CoM doesn't do.

What the Committee of Management (CoM) doesn't do.

The CoM does not run the day-to-day operations of the union, they do not coordinate volunteers, and they do not carry out the actions/logistics of the Annual Plan.

The CoM usually consists of senior office holders of the AUWU that have transitioned into a leadership/mentor roles. A key aspect of their CoM role is to provide guidance to the operations coordinators in the Operations Committee (see section 1.2).

The positions of the CoM include the following:

- President
- Vice-President
- Treasurer
- Secretary
- National Coordinator
- Ordinary Committee Member
- Ordinary Committee Member

The **Steering Committee** is a sub-group of the Executive, that meets more frequently than the broader CoM to discuss pressing executive matters and reports to the CoM.

Additionally, the CoM builds relationships with other stakeholders, provides advice to operations on the strategic vision of the union, and represents the executive face of the union.

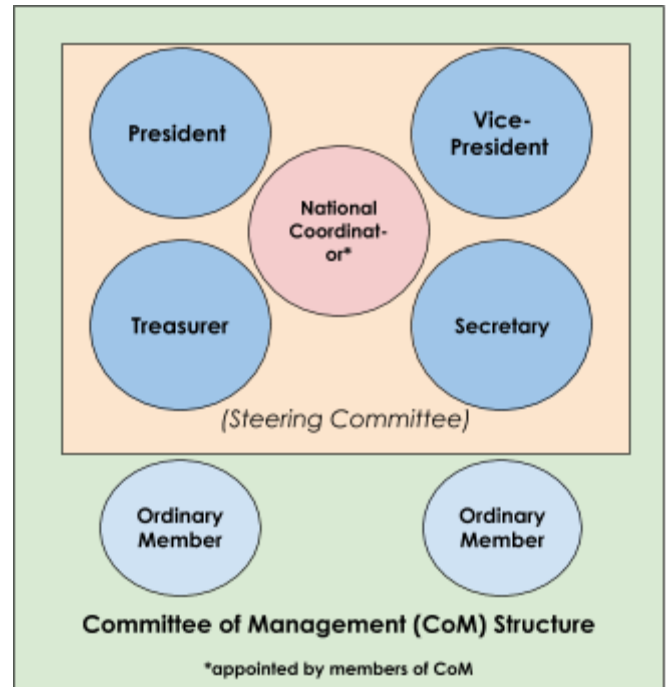


Figure 3: CoM Structure

3. The Operations Arm - (Operations Committee)

While the Executive is charged with reviewing the Annual Plan and operations of the AUWU (see section 1.1), it is the **Operations Committee** that is responsible for carrying out the day-to-day functions of the union and ensuring the smooth running of the operational structure.

The Operations Committee (OC) consists of teams of working groups and coordinators that are voted in by the CoM (except the National Division coordinator, voted in by state divisions), and carry out the key functions of the union. The **National Operations Coordinator (or “National Coordinator”)** is responsible for managing the members of this group and reporting its activities to the membership via the CoM. However, it is important to recognise that the Operations Committee is a democratic decision-making body, with each member holding an equal vote and empowering them to lead their respective areas.

Operations Coordinators usually start from the local branch level (whether as local branch coordinator, an advocacy officer, or as a comms volunteer) and are elevated as they accept more responsibility and develop in the union.

Box 3: What the Operations Committee does.

What does the Operations Committee (OC) do?

The OC is responsible for running the day-to-day operations of the Union, carrying out the aims of the Annual Plan, organising the services/activities of the union, and the coordination of volunteers.

Box 4: What the Operations Committee doesn't do.

What the Operations Committee (OC) doesn't do.

The OC does not review the AUWU's legal obligations, it is not responsible for AUWU financial decision-making/processes, it is not in charge of governance, and it does not review the progress of the Annual Plan.

As of November 2019, the Operations Committee consists of:

- The **National Operations Coordinator** (or “**National Coordinator**”).
 - *Responsible for AUWU operations.*
 - *Chair of Operations Committee.*
- The **National Advocacy Coordinator**
 - *Responsible for coordinating AUWU advocacy services.*
 - *Chair of Advocacy Working Group.*
- The **Online Advocacy Coordinator**
 - *Responsible for coordinating AUWU online advocacy services.*
 - *Member of Advocacy Working Group.*
- The **National Division Coordinator**
 - *Responsible for coordinating National Division Working and AUWU branch structure.*
 - *Chair of National Division Working Group.*
- The **Campaigns Coordinator**
 - *Responsible for coordinating AUWU campaigns and developing strategy.*
 - *Member of National Division Working Group.*
- The **Communications Coordinator**
 - *Responsible for coordinating AUWU communications and media.*
 - *Chair of Communications Working Group.*
- The **Social Media Coordinator**
 - *Responsible for coordinating AUWU social media platforms.*
 - *Member of Communications Working Group.*
- The **Research Officer**
 - *Responsible for coordinating AUWU research and publications.*
 - *Member of Research and Policy Working Group.*
- The **Senior Policy Adviser**
 - *Responsible for advising AUWU Operations Committee, Committee of Management, National Division Working Group on policy matters, research, and reports.*
 - *Member of Research and Policy Working Group.*

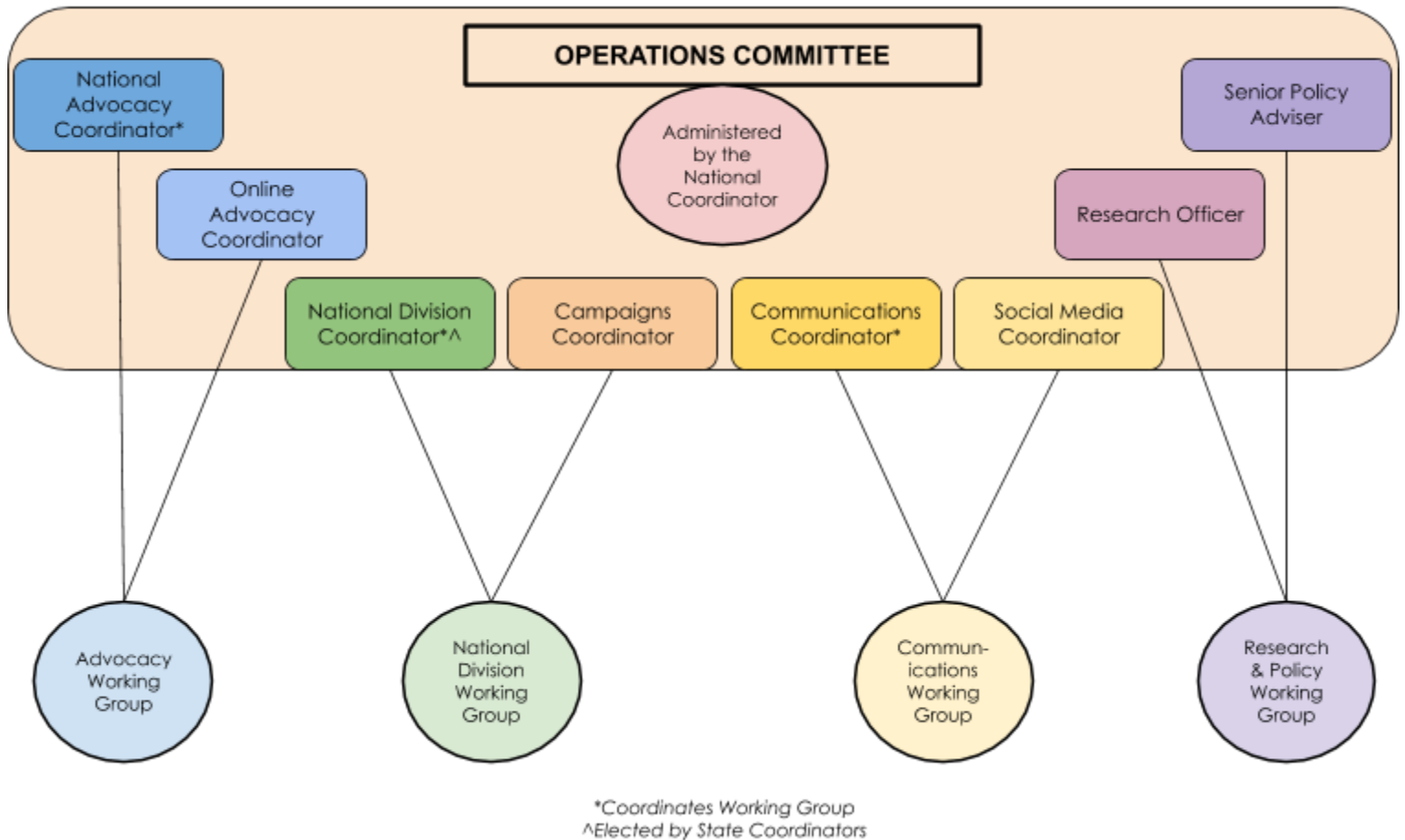
Each Operations Coordinator manages or is a member of one (or several) Working Groups.

3.1 What is a “Working Group”?

A “**Working Group**” is a team of AUWU office holders charged to carry out a set of specific activities delegated by Operations Committee. With the notable exception of the National Division Working Group (see section 4.4), Working Groups are created by the Operations Committee to carry out specific AUWU actions or activities (often

outlined by a terms of reference) on behalf of the union². Naturally, some working groups dissolve after their allotted task is completed. As such, those groups that emerge and dissolve are not included in this Structure Document. We have only included here the Working Groups that are permanent bodies in the union.

Figure 4: Operations Committee Structure



For a list of the current OC members, or any questions of how to get involved with operations, please contact the national coordinator, alex.north@auwu.org.au.

² However, the Committee of Management, the National Division Working Group, and other AUWU bodies may create their own Working Groups to carry out some specific action that is decided in a meeting.

4. National Branch Structure (local/state/national)

As essentially a grass-roots movement, the AUWU would be nothing without its National Branch Structure. The AUWU has local branches in every state/territory in Australia, from Perth to Cairns, and each branch is concerned with organising AUWU activities to suit their local conditions and contradictions.

Examples of different AUWU branch priorities

Regional and metropolitan branches tend to have different focuses. For example, the Ceduna Branch in regional South Australia is chiefly concerned with the Cashless Welfare Card "trials" devastating their community. Whilst a more metropolitan city like the Brisbane Branch is more focused on the issue of labour underutilisation and the high cost of living (and difficulties of surviving on the low rate of Newstart) in the Greater Brisbane area.

Box 5: Examples of different AUWU branch priorities

In order for members to connect, organise, and collectively struggle in their area, the AUWU is organised into local branches to carry out union activities in their community.

4.1. Overview of National Branch Structure

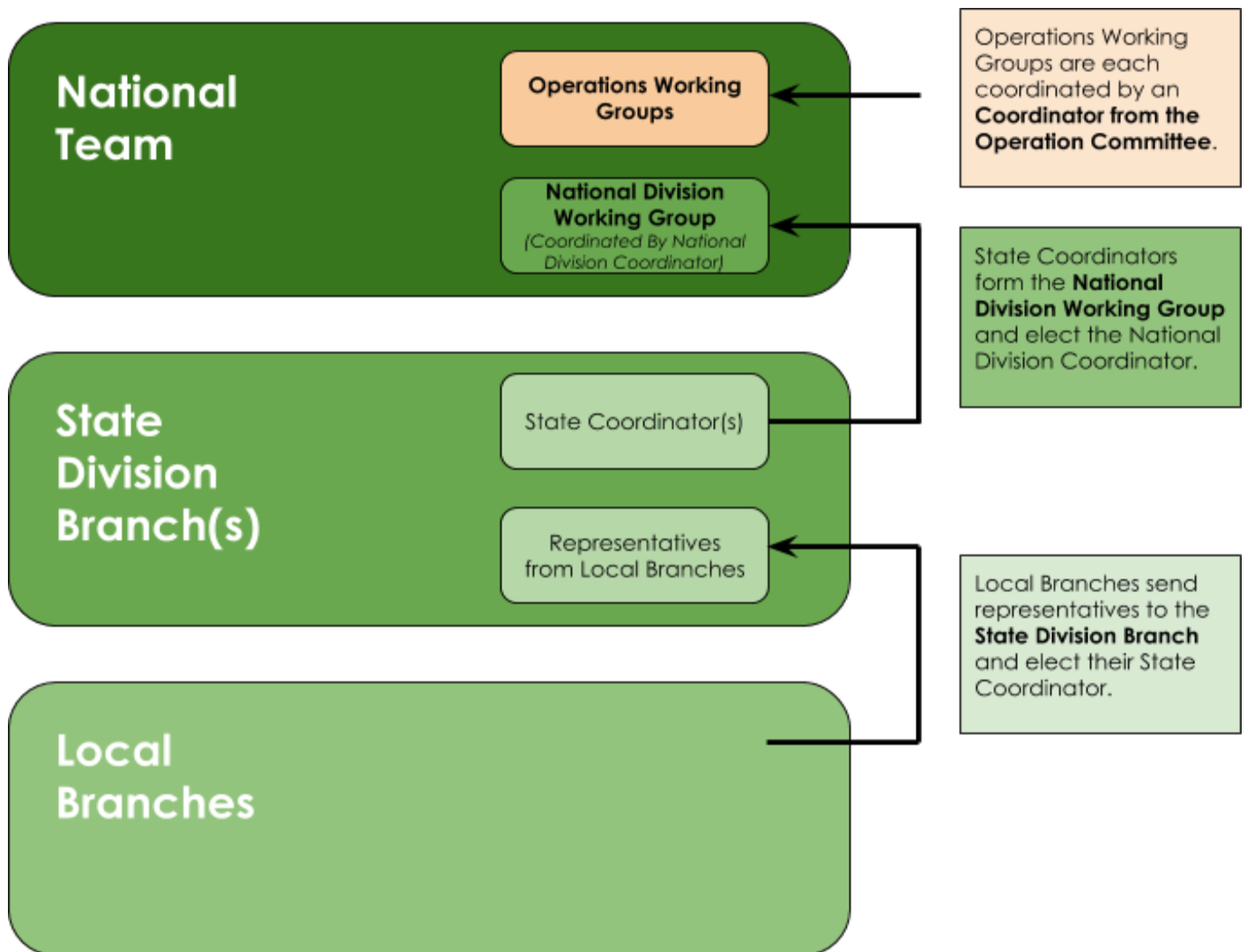
The National Branch structure of the union is divided into three key divisions: **National**, **State**, and **Local**.

Each Australian state/territory has local branches that send a representative to the state branch division (members of which are representatives from local branches), which

then elects the State Coordinator for that state³. The elected State Coordinator then attends National Division Working Group meetings; members of which include the other state/territory coordinators, the National Division Coordinator, and other representatives as required. The National Division Coordinator is elected by the State Coordinators to represent them and act as their representative in the Operations Committee.

The “**National Team**” describes the members of the Operations Committee Working Groups and the National Division Working Group tasked to carry out specific functions of the union nationally. They work closely with the members of the National Division Working Group meetings to carry out the union's operations.

OVERVIEW OF AUWU NATIONAL BRANCH STRUCTURE



³ In the case where there isn't sufficient local branch coordination to form a state branch, the state coordinator is appointed by the National Division Coordinator until an election can be held.

Figure 5: Overview of AUWU National Branch Structure

4.2. Local

Although the AUWU has evolved into a national organisation, local branches remain the first point of contact for our members and how their relationship with their union is developed.

4.2.1. What is a local branch?

A local branch is simply a collective of AUWU members living in (living in a reasonable travel distance vicinity)⁴, that come together to organise activities and discuss ideas in their community. AUWU's local branches are very organic and form/operate semi-autonomously to allow local members to tailor their branch structure/activities to their local conditions. The AUWU prides itself on its semi-autonomous and independent branches, as it allows members to take on the mantle of the AUWU and empower themselves.

What do Local Branches do?

Local Branches represent the AUWU in their local community and carry out local campaigns, actions, events, support meetings, and decide on how they would like to organise in their area.

Box 6: What do Local Branches do?

⁴ What defines a “reasonable travel distance vicinity” depends on the local members travel capabilities and local geography. For example, public transport in South Australia is far less extensive than Victoria, so it is much more difficult for Greater Adelaide members to attend the Adelaide CBD branch meetings than it would be for Greater Melbourne members to attend the Melbourne CBD branch meetings.

A few examples of innovative AUWU local branch organising in 2019:

- Inner-West Sydney branch's Art shows and community murals project grant.
- Adelaide branch's series of prominent experts and speakers lecturing on economics, history, and public sector job creation proposals .
- Brisbane branch's snap-action protests and media stunts against the roll-out of the cashless welfare card.
- Ceduna branch's coordinator assisting over 100 involuntary trial participants getting off the cashless welfare card trial.
- Frankston branch's "Jams for Jobs" music events.
- Perth branch's annual May Day march participation and engagement with local trade/labour unions.

Box 7: Local branch organising examples

4.2.2. Forming a local branch.

Local branches can form in two ways: organically or with help from existing AUWU office holders.

- (1) *Organic formation*: A branch can be formed by local AUWU members getting into contact with each other and deciding to form a branch. They may or may not get into contact with existing branches in their state or the state coordinator to get started, but what marks an organic formation is if the *members* take the initiative to start the branch.
- (2) *Office Holder formation*: An AUWU representative (commonly the state coordinator) will connect existing AUWU members from a local area and recruit to form a new branch.

Additionally, a central role of the State Coordinator is to mentor and assist local branches in forming, as well as provide training and resources.

To become an "**official AUWU branch**" requires the State Coordinator to verify the following:

- That the branch has a democratic operating structure;
- Upholds the AUWU's guiding principles and list of demands;
- That they have elected an official to attend the state branch meetings.
- Has at least 3 AUWU members in attendance.

For more information on forming local branches, please contact your local State Division Coordinator or the National Division Coordinator at national@auwu.org.au.

4.2.3. Typical structure of a local branch

Every local branch is a little different depending on its local circumstances (whether it be demographic, geographic, or socio-economic). However, there is a core AUWU local branch operating structure that each branch must adopt.

An AUWU branch must allow every AUWU member to have 1 vote and equal say for branch decisions, and must freely elect a local branch coordinator and secretary to coordinate the branches basic activities⁵. As long as they are a AUWU member - whether unemployed, underemployed, unwaged, or employed - they have a right to vote.

A common local branch structure consists of three elected positions (Coordinator, Secretary, Treasurer), and may contain two types other types of trained volunteers (Organisers and Advocates). In some cases, local branches with higher levels of political consciousness (like the ACT branch) might adopt a more progressive and dynamic branch structure to share leadership roles.

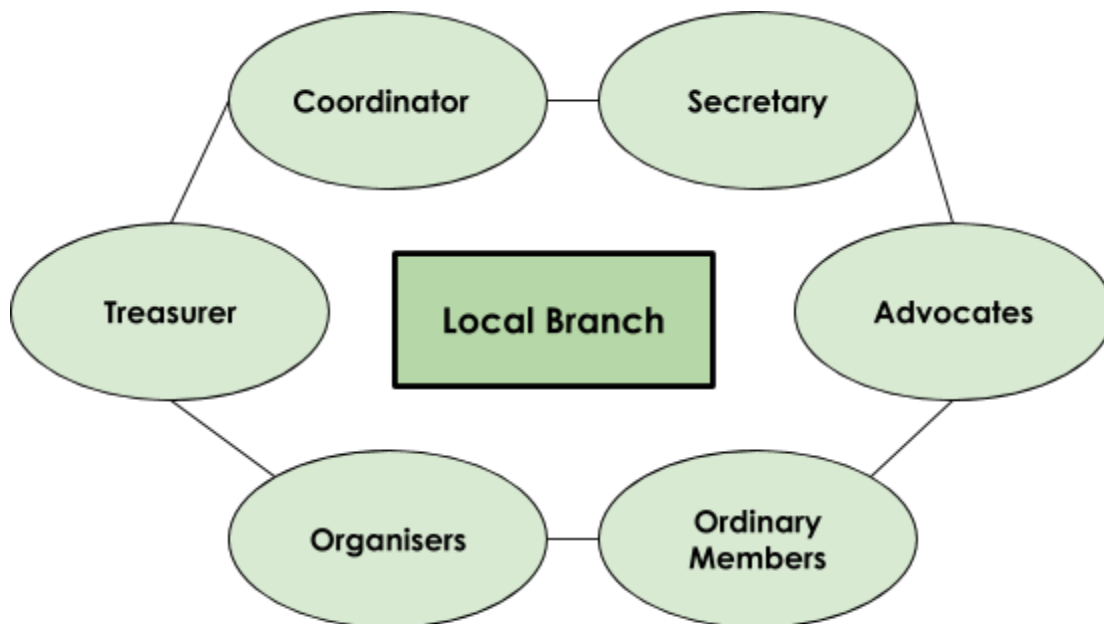


Figure 6: Common Local Branch structure

⁵ The duties of these are found in the “position descriptions” document.

4.3 State

In order to coordinate the activities of the AUWU in each state/territory, the AUWU has state branches⁶ organised by the State Coordinators. The purpose of State branches is to allow local branches to strategise, plan, and collaborate AUWU activities across their state and assist local membership and growth.

State Branches elect a "State Coordinator" to organise the State Branch meetings and represent them in the National Division Working Group.

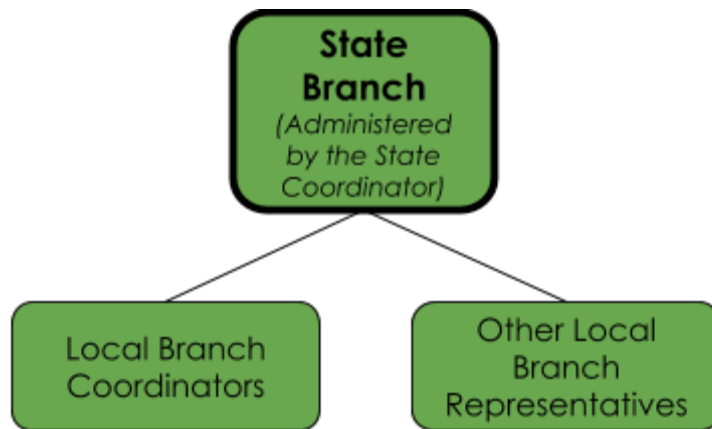


Figure 7: Overview of State Branch structure

4.4 National

The "AUWU national team" refers to the members and coordinators of the Operations Working Groups. The size and membership of each Working Group varies depending on its needs, and it is important to remember that many AUWU office holders and volunteers work within this National working groups (particularly graphic designers working within the Communications Working Group.)

⁶ Or simply a caretaker State Coordinator, appointed by the National Division Working Group, depending on the level of development.

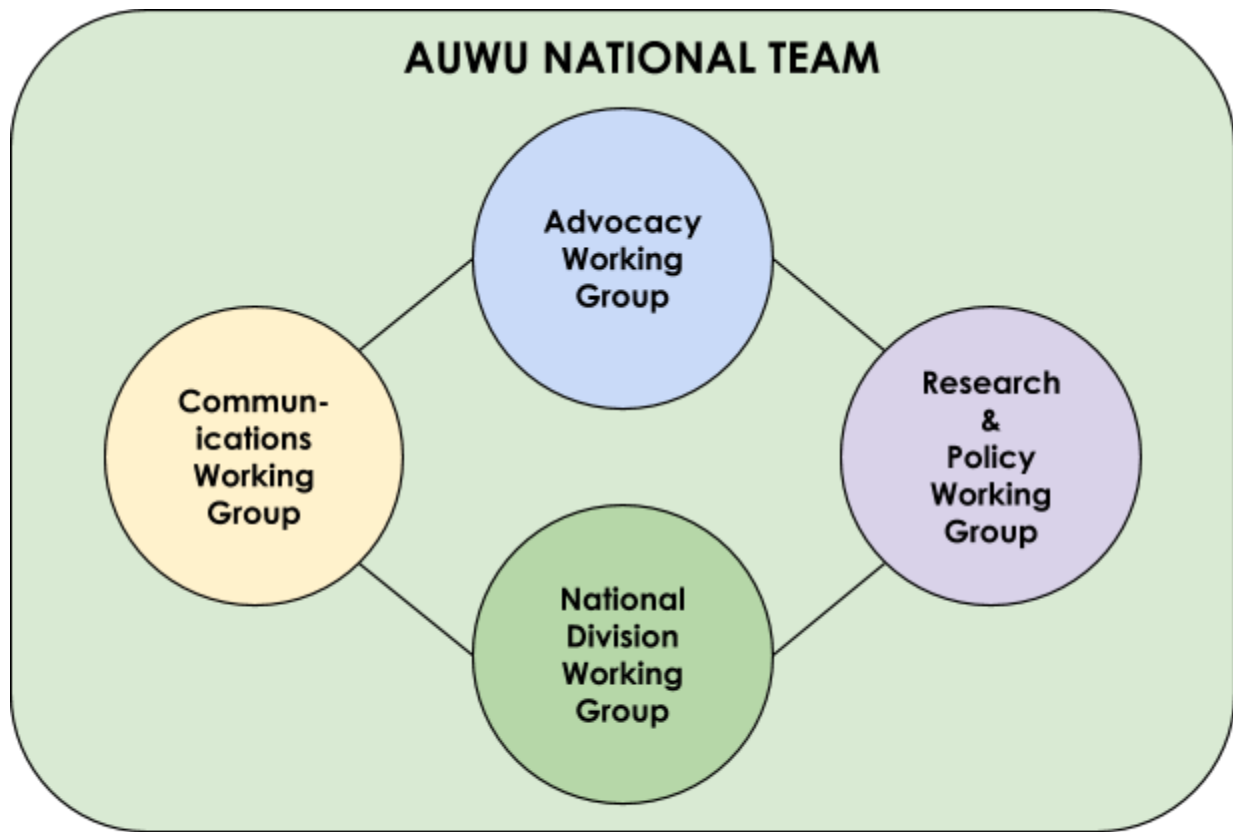


Figure 8: Overview of National Team

AUSTRALIAN UNEMPLOYED WORKERS' UNION

National Structure Document
***(POSITION DESCRIPTIONS AND
DEFINITIONS)***

Written by Alex North as National Coordinator*

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

*Passed at the Committee of Management meeting on the
18th of November, 2019*

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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 administering 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.