



PSAC Locals at Work – Your Local Development Checklist

This questionnaire is a tool that will assist you in:

- 1. Assessing the current state of your Local;**
- 2. Determining areas of strength and weakness within your Local;**
- 3. Developing plans to address areas of weakness; and**
- 4. Developing strategies to improve the overall Local effectiveness.**

The questions will give you a snap shot view of our Local today.

From this information plans to pro-actively address areas of weakness will be developed by your Local.

Local Name/ #: _____	Component: _____
PSAC Regional Office	
Assigned Representative: _____	Phone: _____
Address: _____	
Component	
Service Officer: _____	Phone: _____
Address: _____	E-mail: _____

Section 1: LOCAL DEMOGRAPHICS

Number of members _____

Number of worksites covered by the Local _____

Approximate ratio of men to women _____

Approximate number of:

- Aboriginal members _____
- Racially visible members _____
- Members with disabilities _____
- Members of the Gay, Lesbian, Bisexual and Trans (GLBT) communities _____

Approximate number of rands _____

Treasury Board / Agency units

Approximate number of members by bargaining unit: _____

Bargaining Unit (*name*) _____

number of members _____

Bargaining Unit (*name*) _____

number of members _____

Bargaining Unit (*name*) _____

number of members _____

Separate Employer and Directly Chartered Locals

Bargaining Unit name/number _____

number of members _____

Bargaining Unit name/number _____

number of members _____

Bargaining unit name/number _____

number of members _____

Number of different classification groups in the local _____

Section 2: LOCAL LEADERSHIP

Our Local By-laws are up-to-date.

yes _____ no _____

Executive members understand the By-laws.

yes _____ no _____

Our Local Executive has the following positions:

Position title	Occupied (✓)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Our Local Executive meets (*indicate with ✓*):

_____ weekly

_____ monthly

_____ twice monthly

_____ every second month

_____ other (*explain*) _____

Our Local holds general membership meetings (*indicate with ✓*).

_____ weekly

_____ monthly

_____ twice monthly

_____ every second month

_____ other (*explain*) _____

Our Local Executive has had the following training:

(*list person's title and the training that person has received*)

Our Local Executive is representative of the membership – by classification, equity group, language, job location, etc.

yes _____ no _____

Section 3: SHOP STEWARD NETWORK

Our Local has _____ shop stewards.

(*list the number of active shop stewards*)

Our Chief Shop Steward is a member of the Local Executive.

yes _____ no _____

We have one Steward for every _____ members.

(*ratio of 1:20, 1:50, 1:100, for example*)

Stewards meet regularly.

yes (*how often*) _____ no _____

Stewards have up-to-date membership lists.

yes _____ no _____ don't know _____

Stewards meet with membership regularly.

yes (*how often*) _____ no _____

Stewards are representative of the membership – by classification, equity group, language, job location, etc.

yes _____ no _____

In the past year, our Local has represented members on _____ grievances (*identify number of grievances*).

Section 4: LOCAL / WORKPLACE COMMITTEES

Our Local has the following active committees (*list*):

Committee name	How often committee meets
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Our Local participates in the following joint committees with the Employer (*list*):

Committee name

The Local participates in Union Management Consultation meetings.

- monthly
 quarterly
 semi-annually
 annually
 other _____

The Local participates on the Occupational Safety and Health Committee.

yes no

The Union-side co-chair of this committee is a member of the Local Executive.

yes no

Section 5: COMMUNICATIONS

Our Local communicates with our members by:

- regular newsletter
(how often is it issued) _____
 e-mail (*local list-serve established*)
 Union bulletin board
 Local website
 posting/sharing other labour, community initiatives

Local mail is collected, sorted and distributed by:

(identify the position of person responsible for this task)

Local mail is distributed

- as it comes in
 weekly
 monthly
 other (*explain*) _____

PSAC/Component materials are circulated to the Executive *and* the membership when received.

yes no

If no, why not? _____

PSAC Regional Office and the Component have been provided up-to-date list of Local Executive members, Stewards, and Committee Chairs.

yes no don't know

Our membership list has complete and current addresses and contact information.

yes no don't know

We regularly check for rands on membership lists and approach these individuals to sign their Union membership cards.

yes no

If no, why not? _____

Our Local has a communication system in place to respond to urgent communication needs.

yes no

Section 6: UNION EDUCATION

Our Local receives the regional education schedule in the spring and fall.

yes _____ no _____ don't know _____

Our Local encourages participation in Union training of:

_____ Local Executive members

_____ Stewards

_____ activists

_____ members at large

In the last year the number of participants from each of these groups that participated in Union training was *(list the number)*:

_____ Local Executive members

_____ Stewards

_____ activists

_____ members at large

Our members are aware that expenses for Union training are covered by PSAC:

yes _____ no _____ don't know _____

Local Shop Stewards have received the following training:

Basic Grievance Handling _____ yes _____ no

Advanced Representation _____ yes _____ no

Our Local has an Alliance Facilitator(s).

yes _____ no _____ don't know _____

If yes, we regularly use the AF(s) to facilitate local education initiatives.

yes _____ no _____

If not, why? _____

Our Local has identified the following education needs: *(list)*

Section 7: LOCAL INVOLVEMENT IN PSAC, COMPONENT AND LABOUR MOVEMENT

Our Local's representative on the PSAC Regional Council is

don't know _____

Our local sends a delegate(s) to the PSAC Area Council.

yes _____ no _____

Our Local participates in the Regional Women's Committee.

yes _____ no _____ don't know _____

Our Local sponsored delegates to the following:

Event	Number of delegates
<i>PSAC Regional Women's Conference</i>	_____
<i>PSAC National Women's Conference</i>	_____
<i>PSAC Unity Conference</i>	_____
<i>PSAC Access Conference</i>	_____
<i>PSAC Regional Health and Safety Conference</i>	_____

PSAC National Health and Safety Conference _____

PSAC Pride Conference _____

PSAC National Convention _____

Component Convention _____

Our Local sent resolutions to the last:

PSAC National Convention yes ____ no ____ don't know ____

Component Convention yes ____ no ____ don't know ____

Our Local sponsored observers to the last:

PSAC National Convention yes ____ no ____ don't know ____

Component Convention yes ____ no ____ don't know ____

Our Local is affiliated to the District Labour Council.

yes _____ no _____ don't know _____

Our Local is affiliated to the Federation of Labour.

yes _____ no _____ don't know _____

Section 8: COLLECTIVE BARGAINING

Our Local has a standing Local Bargaining Committee.

yes _____ no _____

We have identified strike captains.

yes _____ no _____

We have identified picket captains.

yes _____ no _____

We have a Local Strike Fund.

yes _____ no _____

Our Local has a strike structure in place for the next round of collective bargaining.

yes _____ no _____

Treasury Board / Agency units:

Our Local / Local Bargaining Committee sends _____ bargaining proposals/demands to the most recent round of negotiations. (*identify the number*)

Our Local sent a delegate(s) to the most recent Regional Bargaining Conferences.

yes _____ no _____

Our Local sent an observer(s) to the most recent Regional Bargaining Conferences.

yes _____ no _____

Section 9: COMMUNITY INVOLVEMENT

Members of our Local actively participate in the following:

Municipal elections yes ___ no ___ don't know ___

Provincial elections yes ___ no ___ don't know ___

Federal elections yes ___ no ___ don't know ___

Our Local organizes political lobbies regarding local, regional or national issues affecting our members.

yes _____ no _____ don't know _____

Local members are actively involved in community issues working with other unions, community groups and not-for profit organizations.

yes _____ no _____ don't know _____

The Local has identified the following issues as having a direct impact on and of being most important to our members (*identify issue*)

LOCAL DEVELOPMENT “TO DO” LIST

Based on the responses to the questionnaire, assess by section what work needs to be done to enhance your Local’s effectiveness in each of these areas. Determine a plan of action that considers work that can be done in the next month, the next half year and the next year.

1. Local Demographics

Next month

Next half year

Next year

2. Local Leadership

Next month

Next half year

Next year

3. Shop Steward Network

Next month

Next half year

Next year

4. Local / Workplace Committees

Next month

Next half year

Next year

5. Communications

Next month

Next half year

Next year

6. Union Education

Next month

Next half year

Next year

7. Local involvement in PSAC, Component and Labour movement

Next month

Next half year

Next year

8. Collective Bargaining

Next month

Next half year

Next year

9. Political action and community involvement

Next month

Next half year

Next year

NOTES