On behalf of the AUPE Chapter **[XXX]**, we wanted to welcome you to **[WORKSITE NAME]** and provide you with some information on the Alberta Union of Provincial Employees (AUPE), the benefits of being a union member, and how you can get involved.

**[worksite] [chapter #]** currently has over **[member count]** members and is part of Local 071 Colleges and Schools Division of AUPE. To familiarize yourself with some of the benefits of being an AUPE member at **[worksite]**, please take the time to review our current **Collective Agreement**. We also encourage you to review the [AUPE Orientation Manual](https://www.aupe.org/sites/default/files/2019-09/publication-orientation-manual.pdf).

Each Chapter in AUPE has an executive team. The main functions of the Chapter Executive team are to;

* administer the collective agreement.
* provide for the educational and general welfare of the members.
* implement on-site union programs and objectives.
* make recommendations with respect to collective bargaining policy to the local council.
* advocate on behalf of members to ensure a positive and fulfilling work environment.
* protect the rights and benefits of members.

We do this by collaborating with members and meeting as a Chapter Executive team to address any issues or concerns related to the employer, to discuss and challenge the intent to ensure all members are protected. Items pertaining directly to collective agreement changes are dealt with during negotiations of a new collective agreement.

**Chapter Leaders:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email** |
| **Chair** |  |  |
| **Vice-Chair** |  |  |
| **Secretary** |  |  |
| **Treasurer** |  |  |
| **Local Council Rep** |  |  |
| **Local Council Rep** |  |  |
| **Local Council Rep** |  |  |
| **Local Council Rep** |  |  |

**Union Stewards**

Union Stewards are union activists who are trained to help other union members resolve a wide range of problems and issues with employers or answer your questions about AUPE and your collective agreement.

One of the most important roles of Union Stewards is to represent you with management. Often, Union Stewards can resolve workplace problems with ease. However, if a problem proves to be more difficult, or a Union Steward is not available, an AUPE Membership Services Officer can assist you.

**Your Chapter Union Stewards and Membership Services Officer (MSO):**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email** |
| **Union Steward** |  |  |
| **Union Steward** |  |  |
| **Unions Steward** |  |  |
| **Membership Services Officer (MSO)** |  |  |

**Local 071 – Colleges and School Boards**

Local 071 represents over 2800 support staff members from 11 post-secondary institutions and 2 school boards across Alberta who are essential in supporting the learning and development of our future generations.

The Local Executive team is elected in odd years by and from the Local Council Representatives at the Local Annual General Meeting. The Local Executive is responsible for the day-to-day operations and management of the Local and provides support and guidance to Chapters and serves as the liaising body with the AUPE Executive.

**Local Leaders:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email** |
| **Chair** |  |  |
| **Vice-Chair** |  |  |
| **Secretary** |  |  |
| **Treasurer** |  |  |
| **Provincial Executive Rep** |  |  |

**Education**

An educated union is a strong union. As a new member, we strongly encourage you to take the **Introduction to the Union** course. The Introduction to the Union course provides you with a basic overview of what the union does for you, what your responsibility is to the Union, and reviews AUPE’s structure and democratic process. This course is available online, or in class. As an AUPE member, you are entitled to paid time off to attend union courses. To sign up, or to view other AUPE courses visit the [AUPE Education](http://www.aupe.org/my-aupe/benefits/education/%22%20%5Ct%20%22_blank) site.

**AUPE Member Benefits**

* [Bursaries and Scholarships](https://www.aupe.org/member-resources/financial-support/bursaries-and-scholarships)
* [Crisis & Financial Counselling](https://www.aupe.org/member-resources/crisis-counselling-service-aupe-members)
* [Discounts](https://www.aupe.org/member-resources/discounts)
* [Labour Education](https://www.aupe.org/training)
* [Member’s Benevolent Fund](https://www.aupe.org/member-resources/financial-support/members-benefits-benevolent-fund)
* [Retired Members Benefits Plan](https://www.aupe.org/member-resources/retired-members-benefits-plan)

**Stay Connected and Informed**

* [Create your MyAUPE Account](https://www.aupe.org/user/register). You will require your AUPE member number, you can get this by contacting the AUPE Member Resource Centre at 1-800- 232-7284.
* Visit the AUPE Website often for the latest AUPE news and to discover more about the benefits of being and AUPE member: <https://www.aupe.org/member-resources/discover-aupes-website>
* Visit the Local 071 Website to learn more about Local 071 and the Local Chapters. [www.aupelocal071.com](http://www.aupelocal071.com)
* Like the [AUPE Facebook page](https://www.facebook.com/yourAUPE)
* Join the [Local 71 Facebook page](https://www.facebook.com/groups/196287691017792)

If you have any questions, do not hesitate to contact your local or chapter executives. We are here to support you.