## Are you well organised? RCM Checklists

**Workplace Reps and Activists**

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| **Questions** | **YES** | **NO** |
| Do you know how many stewards you have at your workplace? | ☐ | ☐ |
| Are there enough stewards to manage the work available? | ☐ | ☐ |
| Do you have any RCM health and safety representatives?  | ☐ | ☐ |
| Do you have any RCM learning representatives? | ☐ | ☐ |
| Do you have any RCM MSW Advocates? | ☐ | ☐ |
| Does your Branch hold regular meetings with stewards? | ☐ | ☐ |
| Do you know when the next meeting of the Branch is? | ☐ | ☐ |
| Do you have any other activists who are not RCM WPRs that will help with union work? | ☐ | ☐ |
| Have all RCM stewards been on a training course? | ☐ | ☐ |
| Do you know how much facility time is currently allocated to all RCM stewards at your workplace? | ☐ | ☐ |
| Do you know what facilities are currently available to RCM stewards at your workplace?  | ☐ | ☐ |
| Do you have other trade unions currently active in your workplace? | ☐ | ☐ |
| Do know how what facilities are currently allocated to other trade unions at your workplace? | ☐ | ☐ |
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 **Issues in the Workplace**

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| **Questions** | **YES** | **NO** |
| Do you regularly talk to your members about what issues concern them? | ☐ | ☐ |
| Do you regularly talk to non-members about what issues concern them? | ☐ | ☐ |
| Do members know what issues you are currently dealing with?  | ☐ | ☐ |
| Do non-members know what issues you are currently dealing with? | ☐ | ☐ |
| Do you know what issues members feel strongly about | ☐ | ☐ |
| Are you campaigning on any major issues at this moment? | ☐ | ☐ |

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| **Membership** |
| **Questions** | **YES** | **NO** |
| Do you know how many members you have? | ☐ | ☐ |
| Do you maintain a list of members including their demographic information e.g. age, ethnicity etc. | ☐ | ☐ |
| Do you know where you may be able to get an up to date list of members currently at your workplace | ☐ | ☐ |
| Do you know or maintain a “map” where members work? | ☐ | ☐ |
| Do you know how members view the RCM in general? | ☐ | ☐ |
| Do you maintain a record of any involvement RCM members may have with you and other stewards?  | ☐ | ☐ |
| Is there a secure place to store confidential documents and paperwork from members? | ☐ | ☐ |
| Do your members know how to contact the RCM and/or their steward? | ☐ | ☐ |
| Do you regularly remind your members know how to contact the RCM and/or their steward? | ☐ | ☐ |
| Is there at least one of the following Branch newsletter, website, Facebook page or Twitter account available? | ☐ | ☐ |
| If yes, is there a nominated person in your Branch that maintains the Branch newsletter, website, Facebook page or Twitter account? | ☐ | ☐ |
| Is there at least one of the following at your workplace: RCM poster, RCM Noticeboard? | ☐ | ☐ |
| Does your RCM Branch run at least one social event, recruitment or learning event per year? | ☐ | ☐ |

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| **Recruitment** |
| **Questions** | **YES** | **NO** |
| Is it the role of one person to manage recruitment in your Branch – “membership secretary”? | ☐ | ☐ |
| If not then is it the shared responsibility of all WPRs to get involved in recruitment? | ☐ | ☐ |
| Do you know how many non-members are at your workplace? | ☐ | ☐ |
| Do you or someone you know meet with new staff at their workplace induction or soon thereafter? | ☐ | ☐ |
| Do you know if there is a record maintained of when non-members have been approached to join and what their response was to joining? | ☐ | ☐ |
| Do you know or maintain a “map” of where members/ non-members work? | ☐ | ☐ |
| Does your branch have any recruitment targets? | ☐ | ☐ |

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| **Relations with Management**  |
| **Questions** | **YES** | **NO** |
| Do you know whether your branch has a recognition and or facilities agreement? | ☐ | ☐ |
| Do you know whether your branch has a learning agreement? | ☐ | ☐ |
| Do you know whether your branch has a safety committee and safety committee terms of reference? | ☐ | ☐ |
| Do you know how to get a copy of your all of these policies - employers grievance/ dignity at work, discipline, capability, sickness absence management | ☐ | ☐ |
| Are you formally consulted by management on issues that affect members? | ☐ | ☐ |
| Is the RCM represented on the Joint Negotiating Consultative Committee? | ☐ | ☐ |
| If yes, does the RCM Branch put or know how to put items on the JNCC committee’s agenda? | ☐ | ☐ |
| Do you know how to access or receive updates from meetings with the Board/Trust joint negotiating committee | ☐ | ☐ |
| Do line managers respond positively when approached by stewards? | ☐ | ☐ |
| Do you know if RCM stewards meet regularly with JNCC reps from other Board/Trust unions before or JNCC meetings?  | ☐ | ☐ |