

Your FOA department may have come to an agreement with your employer on how the election process will run. It can also help to organise the election in cooperation with your employer, but the employer has nothing to do with the election itself. In this case, it is you and possibly your local FOA department who will participate in the election process itself.

You must call all of your colleagues, except the managers, to a meeting where the election of the trustee (and an alternate) is the only item on the agenda.

All your colleagues should be informed of an upcoming TR election. This may be possible in collaboration with your trade union.

A note can be hung up to summon people to the meeting, giving reasonable notice – remember to have in mind those who work part-time, evenings/ nights or have outbound tasks.

At the meeting, the name or names of the person or persons who wish to stand for election are read aloud – and then votes are cast. If even just one of the participants wants the vote to be cast anonymously, then the votes must be cast anonymously.

## Facts

### Elected representative

Find out more about the Union Representative's work and opportunities in the section "Tillidsvalgt" at [foa.dk/forbund/temaer](https://foa.dk/forbund/temaer)

## FOA

FOA is Denmark's third largest trade union. Since 1899 we have been fighting for better pay and working conditions for our members. Our main task is to enter into agreements which ensure a good salary and modern and orderly working conditions. It is FOA that determines your salary, your supplements, your working hours, your pension, rules regarding maternity and holidays and your opportunities for further training. Our task at FOA is also to ensure a strong professional community. By acting together in FOA, it means that each member stands stronger. And with our collective force, we can act more decisively.

Politically accountable: Mona Striib Editors: Gurli Hjermitsev  
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and FOA's Printing

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## FOA

SAMMEN  
GØR VI FORSKELLEN

Stauings Plads 1-3  
1790 København V

Tlf. 46 97 26 26  
[foa.dk](https://foa.dk)



# Become a Union Representative

Are you interested in running for Union Representative [tillidsrepræsantant - TR]?



# Union Representative (TR)

## Are you interested in running for Union Representative (“TR”)?

There are many good reasons to become a Union Representative - you get the opportunity to make a difference for both you and your colleagues, you strengthen your professional knowledge, you strengthen FOA in the workplace and you boost your career prospects.

As a Union Representative, you work to ensure that you and your colleagues have good working conditions. You help to make a difference for your colleagues, and you act as both a support for your colleagues as well as their direct access to information.

A Union Representative is the colleagues’ spokesperson and is chosen by the employees in the workplace where you help protect the interests of you and your colleagues when dealing with management.

## What does that entail?

The type of task can differ depending on the workplace - as tasks are agreed on locally. But generally speaking, you can expect to have to solve the following tasks:

- You are the colleagues’ spokesperson when it comes to dealing with management. You can bring suggestions, recommendations and complaints

from colleagues, as well as request meetings, record negotiations and collaborate with management on matters regarding your workplace.

- you can represent colleagues in the local MED / SU committee and be active in discussions on workplace-related issues, such as developing and maintaining workplace and staffing policies.
- you will learn how to answer questions about agreements, working conditions, training and much more.
- you can contact FOA for guidance and support.

## FOA will support you with training and networking

The tasks to be solved are agreed on by your local FOA department - and you get an individual agreement with a development plan for how to become equipped for your duties as a Union Representative.

As a new Union Representative, you will receive an invitation to attend a basic training course held over a minimum of 10 days. You will then enter into an individual agreement with FOA on training and enhancement of your competencies and will continuously receive offers of more training.

You will receive a sound basis of knowledge on agreements and a unique knowledge of labour market conditions. These skills are very useful to have for the future job market, where knowledge, collaboration skills and powers of persuasion are becoming more and more important.

When elected as a Union Representative, you also strengthen FOA as a trade union. As a Union



Representative, you ensure that there is a strong link between your colleagues, management and FOA, so that knowledge and rules about working conditions for FOA members are disseminated under the best terms.

## Here’s how to become a Union Representative

To become a Union Representative, you must stand for election - and then be elected.

If you are standing for election, you must have had your job for at least 1/2 year (and not be a trainee) - and of course you must be a member of FOA, the collective bargaining union, and above all, there must be a vacancy as a Union Representative at your workplace.

It may be that your Union Representative steps down from their role, or there may not be a Union Representative at all. It may also be that you are so motivated to carry out the role that you want to stand for election against the current Union Representative.

Contact your local FOA department and ask if they have set rules for selecting Union Representatives.