

B8.4.4.5

It's chaos! Disorganised! Ah, at last, on top of things!  
There's just too much! Sure, come in and we can talk about it.  
Thank god, that's that job done! No problem at all!

Some of the exclamations of the present office worker as she tries to admininster all the functions and attain the demands of the office job. Presented are the areas of work in the office, as well as some comments on its trials and tribulations.

bureacracy / administration

Typing This is a large part of the job. Letters from the exec office bearers, from sub-committees often are typed at the office. Minutes of the general body meetings. Reports on various plans and activites.

Filing All materials from our local branch, resources, and those materials from other centres require filing. This was a badly neglected area and one which mostly has been rectified. More work could be done in this area.

photostatting Masses of time is spent hovering over these machines, Anything which needs to be handed out to members of the organisation or to be mailed, or in preparation for national committee The latter takes hours of preparation, ensuring that all our media is received nationally. During lean periods, and as often as is possible, it is preferable to do this at UCT as the price is cheaper.

media liaison with campus printers as well as other regular printers for ECC is an ongoing function.

stocks the office needs fairly regular stocking with stationery. An account has been opened with a local stationer which certainly facilitates this process.

mailing a major task. At present the office worker has been responsible for the sending of the mailing. Our mailing list is about 550 strong and expanding. It is up to the office worker to pull in help for this arduous task. A suggestion would be that if any group requires to do a mailing that that group also provides the person power to assist the office worker in stuffing, sealing, stamping and addressing the envelopes. The office worker would ensure that all the materials were available.



office worker report ....

membership drive the membership forms are being co-ordinated from the office. At present a new computerised membership list is being worked on. The office worker will be responsible for transferring the present membership/ supporters list onto the new programme.

the mail opening, channeling and responding to the mail which comes to ECC. At the time of Ivan's trial this required much liaison and co-ordination. Since then however we have had a decrease in our fan mail.

#### Liaison

The office is a central area of co-ordination for activists. In this task, it forms a vital function. Many activists give the office telephone number as their contact number- specifically in relation to ECC. It serves as one constant which during hectic or busy periods is essential. Some members of the exec phone in daily to enquire about news or to collect messages, and more ought to do so ( otherwise the office worker has to hunt and send messages via others in an attempt to track down the necessary people)

Public relations this is the contact point that members of the general public have with ECC and as such make use of this. So, members of other organisations if they have to be in touch with ECC , do this via the office. During Ivan's trial this was at its peak. (It also means having to deal with the abusive telephone calls!)

#### Conscription Advice

This has a dual role - one in being the link person to the Conscription Advice Service, and the other in counselling conscripts, families and employers etc.

CAS When discussed on the exec it was felt that there ought to be a much closer working relationship with CAS, Since the office worker was most regularly dealing with conscription problems it was advisable that that person should attend the working group meetings. In assessment, it would not require that the o. w. did this - it could in fact be another activist.

Advice / counselling this tends to fluctuate : sometimes

office worker report....

counselling can be 2 / 3 times per week and at other times it dwindles to once every three weeks.

Contact subcommittee Because of the work of the o. w. it was decided that the contact sub comm would be the area of ECC to which that person would belong. As the office is a liaison area this does seem a good idea. In reality contact sub- comm has not made avail of this enough.

On the exec This has proved a most vital function. Many news items, contact with exec members and with ECC nationally has come via the office. Often the exec has to deal with issues arising from the office.

research group

At the beginning of the year, when the office job was being defined one of the tasks of the office worker was to be compiling resource material for the office which could be used by activists whenever needed. Whilst this is necessary, active involvement in the research group is not essential. Ongoing liaison is crucial and perhaps the o. w. could attend the meetings, but taking on tasks proves difficult.

Community house Being in this building serves a useful function in terms of liaison with other organisations, especially those with which ECC would not ordinarily have contact. Plenty of questions about ECC and its work, and direction are addressed to the o. w.

Campaign meetings Because the o. w ought to be in touch with all the work of ECC it becomes essential that they attend these gatherings. Activists who may have missed a meeting rely on the o. w for filling in, people who come into the office want to know about the present work of ECC.



office worker report....

press

In the event that the press officer or chairperson are not available the o. w is required to make a press statement. This has happened on one occasion only. What is the more likely scenario is that the press wanting to contact ECC very often do so via the office.

Review group

This is an essential structure and the office worker has to pull that together. This has not been very adequately done in the past, mostly because of the o.w.! This group proved very effective in trying to solve the initial problem of too much to do and too little time.

Overall

The office job is demanding. The increase in the hours to six hours daily has proved most useful, especially as so much needs to be worked on outside of the office.

Certainly a computer in the office would facilitate processes to an enormous extent. The numerous embassies in Cape Town were written to and asked to make a contribution to this. This needs to be followed up.

Being an activist from ECC is essential if the office is to be utilised to the full.

Whilst the job is very full, it provides a challenge and proves exciting at times.

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**Collection Number: AG1977**

## **END CONSCRIPTION CAMPAIGN (ECC)**

### **PUBLISHER:**

*Publisher:- Historical Papers Research Archive*

*Location:- Johannesburg*

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