

Your Duties and Responsibilities as Shop Steward

It is the responsibility of all elected shop stewards to work together to ensure that your shop is organized and members are adequately represented. In each shop, Chief Shop Stewards, Alternates to the Chief Steward and Shop Stewards should determine how the work will be divided. These are the collective responsibilities of each Steward team.

- ◆ Enforce the contract.
- ◆ Attend steward trainings.
- ◆ Represent workers in grievance and disciplinary proceedings.
- ◆ Investigate, write and file grievances.
- ◆ Maintain files and records.
- ◆ Form Labor/Management and Health and Safety Committees to address all the problems in the workplace and hold regular (monthly or quarterly) meetings. This includes developing the agendas and circulating the minutes.
- ◆ Hold monthly shop meetings. *Always report to the membership the results of labor/management meetings and chapter meetings. Explain union-wide issues and policies to the membership.*
- ◆ Meet with management, **but never alone!** This can range from informal talks with supervisors to formal grievance hearings and labor/management meetings.
- ◆ Greet new workers! Encourage them to join and participate in our union by helping to lead new member orientation. (This will vary by worksite)
- ◆ Educate all co-workers about the importance of being a member of our union.
- ◆ Encourage current employees to become union members!
- ◆ Work on contract mobilization campaigns.
- ◆ Work on effective shop communications including e-mails, brochures, and maintaining an attention-grabbing union bulletin board!
- ◆ Organize work actions, petitions, demonstrations, and other shop activities.
- ◆ Attend and get shop members involved in lobbying local elected representatives on union issues and legislation impacting our jobs.
- ◆ Communicate with chapter officers and union staff as necessary.
- ◆ Attend Chapter Board meetings.
- ◆ Do not be shy about asking individual members to help you out. It is a great way to get them involved!
- ◆ Encourage members to visit the union website at www.seiu668.org to stay informed about activities of the union.