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# Steward's Job Checklist

- \_\_\_ I take a leadership role in the union and in my work area.
- \_\_\_ I talk about the union with my co-workers.
- \_\_\_ I listen to my co-workers concerns. I solve their problems if I can.
- \_\_\_ I read the things sent to me by the Union, and I discuss them with my co-workers.
- \_\_\_ I treat all employees fairly.
- \_\_\_ I greet new hires, introduce myself as their union steward, and tell them about the union. I ask them to join the union.
- \_\_\_ I talk to every non-member about joining the union.
- \_\_\_ I watch time limits very carefully when handling grievances.
- \_\_\_ I try to settle grievances informally, or at the lowest possible level.
- \_\_\_ I involve my co-workers in solving workplace problems.
- \_\_\_ I tell my co-workers about union accomplishments.
- \_\_\_ I ask union members their opinions about union matters.
- \_\_\_ I encourage union members to attend meetings.
- \_\_\_ I set an example by attending meetings myself.
- \_\_\_ I keep the bulletin board interesting and up-to-date.
- \_\_\_ I study the collective bargaining agreement.
- \_\_\_ I try to gain and nurture the respect of my co-workers.
- \_\_\_ I demonstrate to management that I am their equal.
- \_\_\_ When I have a question or a problem, I consult other stewards, my chapter president, and/or my field representative.