

AFSCME LOCAL 3580: BOARD POSITION

Chief steward

DUTIES FROM CONSTITUTION

- Serve as the chief steward of the Local union.
- Attend steward training and act as a shop steward as required.
- Demonstrate thorough knowledge of collective bargaining agreements and other documents relevant to the work.
- Recruit members to serve as shop stewards.
- Assign shop stewards to handle grievances and investigatory meetings and maintain close contact with shop stewards by advising, reviewing documents and assisting in research and interviews.
- Track grievances and maintain records on their status.
- Advance shop steward training by coordinating training opportunities on grievance handling and contract knowledge, support steward mentoring by arranging new shop stewards to work with those more experienced.
- Coordinate the Steward Committee as appointed by the president.

MORE ON THE POSITION

The description in the Constitution is pretty accurate. The Chief Steward receives all investigatory notices from management (along with the President and Field representative from OR AFSCME), and then works with the group of current stewards to assign them to support the member as needed.

Stewards are assigned based on their experience and availability - the Chief steward does not handle each and every “case” but does track representation needs across the Local.

OR AFSCME provides a lot of steward training and resources for stewards and for the Chief Steward position. And, the OR AFSCME Field representative assigned to the Local can support topics and presentations for the Steward committee.

TIME COMMITMENTS

Duties that are done with management such as working to coordinate steward for representation and meetings can be done on paid time. Expect work duties to decrease by about 10 to 20% some weeks.

Volunteer time varies, expect up to 1 to 2 hours each week for miscellaneous tasks and about 1 to 2 hours for Steward committee coordination.

Board meetings: 1 per month, 90 minutes to 2 hours

Weekly officer check in: About 3 per month, 30 minutes

Local meetings: 1 per month, 1 hour

Steward committee: 1 per month, 1 hour