



## Chief Steward Position Description & Application

Dear Presidents of State Locals and Members of the State Bargaining Team:

Congratulations on a hard-won tentative agreement with the state. We anticipate that the contract will pass by a wide margin, and we want to waste no time in identifying stewards who are interested in applying for the Chief Steward positions for 2024.

**Please review the information on the position, including the qualifications and responsibilities, below.**

Each Chief Steward will be assigned turf for which they are responsible for organizing, representation, and local governance. Since turfs are different, priorities within these turfs may vary. Those priorities will be determined in meetings with the Field Directors.

All Chief Stewards will be assigned an office to which they must report when not in the field.

**The qualifications below are required for consideration:**

- Must have been an AFSCME member for at least one year and be a full shop steward
- Demonstrated success in handling mitigating meetings, investigatory meetings, settlement conferences, and grievance hearings
- If you are an elected officer, highest standards in following local constitution and AFSCME financial standards
- Participation in labor management committees (LMCs) and familiarity with demands-to-bargain
- Strong track record of success in involving members and non-members in fighting on issues
- Track record of communicating about the union with members and non-members
- Ability and willingness to visit workers occasionally on all shifts (using flex time)
- Proven track record of recruiting and mentoring new union members and stewards
- Success in 1-1 conversations with potential members from all agencies, locals, and job classifications
- Demonstrated success in presenting at formal and informal new employee orientations (NEOs)
- Ability to establish and maintain effective work relationships with members and non-members
- Ability to learn and use Ulink to look up membership status, contact information, and to update activities, member records, and notes
- Punctuality, diligence, and high responsiveness to members, non-members, and staff

## The Role of the Chief Steward

**What kinds of things will Chief Stewards be doing?** Although specific assignments may vary, all Chief Stewards will be expected to do work in organizing, representation, and local union governance.

### **Organizing**

*Here are examples of the kinds of work chief stewards will be doing to help with organizing:*

- Minimum of 2 weekly site visits; priorities will be decided with Field Directors
- Assist with steward trainings and other training opportunities and track new assigned stewards through their apprenticeship
- Track and report on New Employee Orientations in your assigned turf; ensure that all NEOs are covered by you, local leaders, or stewards and that NEO material is available for new members
- Track progress of locals' membership goals and support locals by getting them materials, cards, lists, etc.
- Participate in staff meetings, trainings, and weekly phonebanks

### **Representation**

*Here are examples of the kinds of work chief stewards will be doing to help with representation:*

- Engage with members and non-members in your turf who reach out with questions or issues
- Attend or manage steward involvement at all mitigating and investigatory meetings
- Conduct timely appeals of all disciplines and grievances on your turf
- Prepare and present at OAH hearings
- Meet with stewards and leaders regularly on campaign issues and help develop solutions to issues that cannot be solved through the disciplinary process

### **Local Union Governance**

*Here are examples of the kinds of work chief stewards will be doing to help with governance:*

- Attend local meetings and e-board meetings in assigned turf
- Meet with presidents regularly about membership, representational needs, and issues that they want to campaign on
- Support new locals and officers in learning their roles and responsibilities, including building their steward network
- Assist locals in following their constitutions, including holding meetings, timely elections, and following AFSCME financial standards

**In order to apply, please complete the application at: <https://bit.ly/chief-steward-app>**