

AFSCME Local 2887
Steward Committee Operating Paper

Purpose of this Paper

The operating paper describes the function and structure of the Steward Committee. It further stipulates procedures for participating on the committee and becoming a Certified Steward.

Mission and Goals

The Steward Committee works together on grievances, problems, and workplace issues by developing and maintaining a strong team of stewards and Member Action Teams (MATs), building the confidence of new stewards, and sharpening the skills needed to represent members and build stronger local unions.

This committee assists with negotiations to help define particular problem areas and communicate issues with the Local's bargaining team. They also assist with new employee orientations and membership recruitment.

Reporting

The Steward Committee reports to the Executive Board on a monthly basis. Reports are also given at the quarterly General Meetings.

Structure and Membership

The Steward Committee is made up of members of Local 2887 who have volunteered to be Certified Stewards and/or MAT Leaders. The Vice-President serves as the Chief Steward unless otherwise appointed by the Executive Board.

To become a MAT Leader, a member must be willing to work with approximately 10 co-workers, listen to members' concerns and problems, engage with Fair Share employees to encourage membership, have regular one-to-one conversations with co-workers about issues and activities, and help mobilize members when action is needed.

A member must be in good standing for a minimum of one year to be eligible to become a Certified Steward. After attending Certified Steward Training, members are expected to act in the capacity of Steward and be active on the Steward Committee for at least 2 years. In

addition to being MAT Leaders and Captains, Certified Stewards represent members in grievance procedures as well as assist in resolving work-place issues and conflicts. Certified Stewards should be familiar with and have an understanding of all articles of our contract.

Procedures

- I. The Steward Committee shall meet monthly. Meetings are open to all MAT Leaders, Certified Stewards, and guests invited by the Chief Steward. An agenda shall be provided, and meeting minutes will be sent via e-mail to the Committee.
- II. Should any MAT Leader or Certified Steward be absent from three consecutive committee meetings without an excuse acceptable to the Chief Steward, the MAT Leader/Certified Steward will be removed from the committee. An appeal can be sent to the Executive Board in the event a member is removed from the committee.
- III. This operating paper can be modified by any member proposing a change. After discussion of the proposed changes by the committee, the Chief Steward will make a recommendation at the next Executive Board Meeting. Amendments to the operating paper will be voted on by the membership at the next General Meeting.