

A Steward's Checklist



Use this checklist to help you pull together the information and documents you need to be an effective steward. Check yes to the items you have gathered. Put question marks beside the items you don't understand or want discussed.

Section 1: About your members	Yes	No
1. List of your members' names and contact information		
2. Classification, job status & demographic profile of your members		
3. Working conditions and current issues facing each of your members		
4. Current status of grievances filed by your members		
5. Names of supervisors/managers of your members and contact information for each		
6. Employer policies and workplace rules		
7. Collective agreement(s) covering your members		
8. Grievance process under collective agreement		
Section 2: About your Local		
1. Your Local's # and type (composite, multi, single)		
2. Name and contact info for past steward of your members		
3. OPSEU Constitution and Local Bylaws (if you have them)		
4. Names and contact info for members of your Local Executive Committee (LEC) including other stewards		
5. Names of Local Committees and their Chairs		
6. Minutes of last LEC meeting		

7. Minutes of last General Membership Meeting (GMM)		
8. Current Local priorities and activities		
Section 3: About OPSEU		
1. Name and contact information for your staff rep		
2. Regional office and membership centre nearest to you		
3. Names and contact info for your region's board members		
4. Names & contact information for your region's reps on provincial equity committees		
5. OPSEU web address and what's on it		
6. Forms available on OPSEU website		
7. Number for OPSEU Direct, and what information you can get there		
8. OPSEU Resource Kit CD (OPSEU policy & procedures)		
Section 4: Other information that helps		
1. Working knowledge of the <i>Ontario Labour Relations Act, Ontario Human Rights Code, Employment Standards Act, Ontario Occupational Health and Safety Act</i>		
2. If you work in the Colleges, do you know about the <i>Colleges Collective Bargaining Act</i> .		
3. If you work in hospitals, do you know about the <i>Hospitals Labour Disputes Arbitration Act</i>		
4. If you work in the Ontario Public Service, do you know about the <i>Crown Employees Collective Bargaining Act</i> and the <i>Public Service Act</i>		

How to Contact your Local Executive Committee

Make sure OPSEU has the names and contact information for all your elected officers.
Complete this form, circulate it to your LEC and send it to your Regional Secretary.

LOCAL # _____ **Single Unit** **Multi or Composite**

Units in your Local (if multi or composite) _____

Regional Office _____ **Staff Rep** _____

Date of Election of Officers (General Membership Meeting) _____

OFFICER NAMES	Mailing Address	E-Mails	Telephones
President			
Vice-President			
Secretary			
Treasurer			
Chief Steward (if single unit local)			
Unit Steward (if multi or composite)			
Unit Steward			
Unit Steward			
Unit Steward			