

## **Steward Duties (60 minutes)**

### **Materials needed: PowerPoint and Flip Charts**

- Review PowerPoint with students - time permitting have students do the exercise for the special Stewards Rights (after slide on Special Stewards Rights of PowerPoint)
- EXERCISE: Roles of the Steward (starting with sixth slide of the PowerPoint presentation), break class into 5 groups. Assign each group one of the five categories (Note: clarify what each category means)
  - New Employee Point of Contact (i.e. member orientation)
  - Contract Administration (i.e. knowing the contract and checking it)
  - Member Communications (i.e. communicating with members on issues from local union financial status, politics, and status of bargaining and/or grievances)
  - Union Communications (i.e. communicating with local union officers/agents and keeping them informed)
  - Internal Organizing (i.e. signing new members, getting uninvolved members to be active)

Ask students to discuss and then report examples of what a steward might do in carrying out that activity on a flipchart.

Have each group rotate so each team adds roles to reach flipchart.

After each report, review the appropriate slide to corroborate or add to their list.

- HANDOUT: 3 Ways The Law Protects Union Stewards
- EXERCISE: What Special Rules Protect Union Stewards
- INSTRUCTOR NOTE: Click <http://www.liuna.org/steward-duties> for answer key
- Stewards Manual