



STEWARD APPLICATION FORM

WHAT IS A STEWARD?

The Union Steward is probably the most recognizable and one of the most important positions within the labour movement. The Steward is a vital link between the members, our Local Union and management. To many members, the Steward is "the Union" and their relationship with the Steward will have significant influence on their view of the IBEW.

Through their actions, attitude and approach the Steward will be the IBEW that our members remember. Therefore, it is critical that the image and reputation put forward by the Steward is one worthy of their trust, confidence and respect.

The Steward is appointed by the Business Manager to serve as a "front line" representative of the Local Union. In accepting this position the Steward assumes a leadership role in their workplace and will also become an ambassador of the Union who sparks the enthusiasm of their fellow members and helps to develop their sense of team spirit and belonging.

Our members will most often turn to a Shop Steward when seeking advice. In order for their opinions to be valued, the Steward must be familiar with several documents including: the IBEW Constitution, Local Union 2228 bylaws, their Collective Agreement, workplace policies and practices and any relevant legislation.

Above all, the Steward must be a fair and objective advocate for all members in their workplace.

QUALITIES OF AN EFFECTIVE STEWARD

An effective steward is someone who:

- Is able to resolve conflict and be recognized as a good problem solver.
- Is seen as an honest and credible person with high integrity.
- Is assertive (not aggressive) and decisive and has the ability to deliver difficult (even if unpopular) news.
- Is recognized and respected for possessing a strong work ethic.
- Is committed to the principles of justice, equality, security, fairness and democracy
- Is compassionate and is able to develop a rapport with the members.
- Will make members feel comfortable and provide them with supportive encouragement.
- Has well-developed communication skills including the ability and willingness to give your undivided attention.
- Is thorough and well organized.- Is positive, motivated, enthusiastic and an energized supporter (and promoter) of the Union.

KEY RESPONSIBILITIES AND EXPECTATIONS:

As shop steward, your key responsibilities include:

- Supporting and cooperating with the Business Manager and his appointees and never working in conflict with them.
- Building solidarity and promoting harmonious relationships among the members and discourage factional bickering in the workplace.
- Getting to know the IBEW and Local 2228 including understanding our history, structure, mission and role within the labour community.
- Ensuring that all members are abiding by the rules set forth in the IBEW Constitution and Local Union 2228 bylaws.
- Ensuring that the employer is satisfying the obligations defined by the Collective Agreement and/or any applicable legislation.
- Attending and actively participate in union meetings.
- Encouraging members to attend meetings and (when asked) offer a brief report on the issues discussed at the meeting in such a way that those who didn't attend will recognize their importance.
- Reporting to the Business Manager the successes and challenges you have faced.
- Defending your Union from harmful rumours.
- Promoting and maintaining a positive, professional and proactive relationship within the Union and between our Union and management.
- Investigating and responding to members concerns in a timely fashion.
- Gathering necessary research materials to support negotiating committee.
- Learning from your fellow members by asking for their advice because their knowledge, strengths and experiences may help you to help others.
- Maintaining open lines of communication with the Chief Steward, other Stewards, Officers, members and the Business Office.
- Performing other duties as assigned by the Local Union or as required by the IBEW Constitution and/or Local Union 2228 bylaws.

UNION EXPECTATIONS:

Your fellow members expect stewards to:

- Attend training sessions offered by the Union.
- Promote union building activities such as: welcoming new members; recruiting volunteers to become actively involved in union affairs or; exploring opportunities for increased membership participation.
- Promote and support the "Union Label" by buying products that have been produced by Union members.

As a Shop Steward, the Union has empowered you to serve as a protector of the rights of our members. Standing in solidarity with the IBEW, you will help us succeed in our efforts to enrich the lives of the working men and women within our ranks. The back bone of the labour movement and the spearhead of every battle, which will be fought, is the Steward.



Submit your signed application by fax 613.725.3600 or e-mail office@ibew2228.ca, or
Mail to: 1091 Wellington St W, Ottawa ON K1Y 2Y4

Contact Information

Date (m /d /y)

SURNAME

GIVEN NAME

BA - Member Number

Home Phone #

Work Phone #

Mobile Phone #

Home Street/PO Box Address

City, Province, Postal Code

E-Mail (Home)

E-Mail (Work)

Workplace Information

Employer or Department

Section / Division

Worksite (City)

Worksite (Bldg)

Special Area of Interest

From time to time, members request assistance on a variety of subjects that do not specifically relate to the collective agreement. Please indicate if you have a particular interest or experience in one or more of the following area:

- Occupational Safety and Health
- Workers Compensation and Workplace Insurance
- Health and Welfare Plans and Benefits (medical, dental, pension, etc.)
- Job Classification and Evaluation
- Other

Special Skills or Qualifications

Please summarize special skills and qualification you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports which would be helpful in your role as a Shop Steward.

Committee Work

The Executive Board leads a series of committees to deal with matters that are of particular interest to the Local. Participation on these committees is optional but it is also a good way to learn more about the Local, your fellow members, and contribute to the Local's growth. Please select the committee work that interests you the most.

- Transportation Safety Committee - Monitors, investigates & reports on issues affecting transportation safety as it relates to the work of our members.
- Occupational Safety and Health (OSH) Committee - Provides oversight to and promotes health and safety for our members in the workplace.
- Technological Change Committee - Identify, analyze and report on technological changes related to our work environment.
- Professionalism and Ethics Committee - Develop, promote and monitor a professional attitude and behaviour within the membership.
- Workplace Rights and Benefits Committee - Monitor, investigate and report on legislation affecting rights and benefits of members and the Union.
- Communication and Recognition Committee - Lead internal and external communication activities. Provide opportunities for member recognition.

Why do you want to be a Shop Steward?

In a few sentences, please describe why you want to be a shop steward and how you think you can contribute to the Local.

Agreement and Signature

Signature

Date (m / d / y)