

STEWARD APPLICATION

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MEMBER NAME: _____ **DATE COMPLETED:** _____

DUTIES OF AREA REPRESENTATIVES & STEWARDS

1. Carry out all duties and responsibilities according to the CWA Constitution, Local By-Laws, Local Rules of Procedure and the policies of the Union;
2. Follow direction of Local 7800 Officers;
3. Notify the assigned Area Vice President of all grievances and/or discussions with management, which pertain to CWA;
4. Process all grievances within contractual time limits;
5. Represent employees at disciplinary meetings;
6. Be a communication link between the Members and the Local 7800 Officers;
7. Conduct Mobilization interviews regularly and return information to Local 7800 Mobilization Coordinators;
8. Attend Membership Meetings and encourage other Members to attend Union meetings and functions;
9. Inform Members about Union policies, programs, bargaining, political action, legislation and other important union activities;
10. Hold managers accountable for compliance with the terms and conditions of all negotiated agreements and CWA/Employer Contracts;
11. Keep bulletin boards posted and current;
12. Become familiar with the CWA contract and Labor law;
13. Be responsible for signing new Members;
14. Be responsible for obtaining completed Dues Authorization cards from employees in the Bargaining Unit.

- I have read the "Duties of Area Representatives & Stewards" listed above.
- I understand the commitment of a CWA Local 7800 Steward and that my performance of these duties is vital to the effectiveness of the Union.
- I will abide by the CWA Constitution, Local 7800 By-Laws and Rules of Procedure.
- I will follow the direction of Local 7800 Officers.
- I understand that I may be relieved of my duties and/or removed for Just Cause by a majority vote of the Executive Board.
- I understand that my signature is required and indicates my agreement and acceptance of all responsibilities assigned to a CWA Local 7800 Steward.
- I further understand that the absence of my signature will automatically withdraw this application from further consideration or approval.

APPLICANT'S SIGNATURE:

APPLICATION SUBMITTED BY:

↓ FOR CWA LOCAL 7800 OFFICE USE ONLY

Date Office Received: _____ Executive Board Action & Date: Approved _____ Rejected _____ Tabled _____

MEMBERSHIP STATUS:	MEETING DATES ATTENDED:	ATTENDANCE VERIFIED:
Date Member Signed Card _____	1. _____	Signed In? _____
Date Verified _____	2. _____	Verified By _____
Information Verified By _____	3. _____	Date Verified _____

PLEASE PRINT INFORMATION CLEARLY !!!

PERSONAL INFORMATION		EMPLOYER INFORMATION	
Your Name		Employer Name	
SS #		Address/City/Zip	
Home Address		Supervisor Name	
City, Zip		Supervisor Phone	#
Telephone	#	Supervisor Fax	#
Pager/PCS/etc	#'s	Department	
E-Mail		Your Work Location	
Hourly Wage	\$	Work Telephone	#
What Days & Hours are you regularly scheduled to work?		Pager/Cellular/PCS	#'s
		E-Mail	

1. WHAT CONTRIBUTION WILL YOU MAKE AS A LOCAL 7800 STEWARD?

2. WHAT OTHER UNION REPRESENTATION/LEADERSHIP EXPERIENCE DO YOU HAVE?
(If your answer is "none" please skip to question #3.)

WHAT UNION AFFILIATION(S), WHEN AND WHERE?

3. WHAT DO YOU BELIEVE IS THE ROLE OF A STEWARD?

4. WHAT LOCAL 7800 COMMITTEES ARE YOU WILLING TO VOLUNTEER YOUR TIME TO PARTICIPATE IN AS AN ACTIVE COMMITTEE MEMBER?

(Please indicate your preferences by rating your interest level: 0 = no interest / 5 = highest interest.)

	Bargaining (contract year)		Equity	
	Budget		Grievance	
	By-Laws		Legislative/Political	
	Community Services		Mobilization	
	Education		Organizing	
	Election		Safety & Health	

5. WHAT OTHER CWA LOCAL 7800/LABOR ACTIVITIES ARE YOU WILLING TO VOLUNTEER YOUR TIME FOR?

STEWARD APPLICANT INTERVIEW FORM

To be completed by the AVP/Officer conducting the Steward Applicant Interview and MUST BE submitted with the Steward Application for Executive Board approval.

Applicant Name: _____ Date: _____

AVP/Officer Conducting Interview: _____

1. What previous experience does the applicant have as a Steward (or in another capacity), either in Local 7800 or another Local? (Please give as much detail as possible.)

2. What are the Membership Meeting dates attended by the applicant to fulfill the established application criteria?

3. How long has the applicant been a CWA Member? Local 7800? Another Local? (Please validate Membership by indicating the Month & Year of Membership & include your validation resource; i.e. signed card, H166,etc.)

4. What are the applicant's long-range goals as a CWA Steward?

5. Discuss Local 7800 expectations & check off each item as discussed, i.e.:

- Review Duty of Fair Representation (Weingarten).
- Working at the Local Office during a Bargaining year (picket captain duty, misc. local needs, etc.)
- Volunteer time for classroom training, grievance preparation, etc.
- Stay in contact with their AVP and/or the Local via phone, voice mail, pager, etc.
- Review Steward Duties, AVP Duties & By-Laws/ROP provisions pertaining to both.

6. Based on your interview with the Applicant, do you recommend approval? YES NO

7. If "YES", & you are waiving criteria, please provide a detailed explanation: (Use additional pages if necessary.)

8. If "NO", please provide a detailed explanation for your recommendation: (Use additional pages if necessary.)

