



# Alaskans Working For Alaska!

## Steward Nomination Form

This form must be completed by the member and the Chief Steward and faxed to (907) 277-5206 or e-mail to: [aseahq@afscmelocal52.org](mailto:aseahq@afscmelocal52.org)

In Good Standing: \_\_\_\_\_ Y / N

One + Years: \_\_\_\_\_ Y / N

Verified By: \_\_\_\_\_

Chapter: \_\_\_\_\_

Name: \_\_\_\_\_ EID# \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: **Work:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work Site/Address: \_\_\_\_\_

Home Email Address: \_\_\_\_\_  
(Confidentiality held at ASEA Headquarters)

Work Email Address: \_\_\_\_\_

Can you receive email at work pertaining to Union Business? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please explain why you want to be a steward. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Initial)

I am a member in good standing for at least one (1) year.

I will attend mandatory basic steward training within six (6) months of becoming certified as a steward. I understand that two (2) consecutive unexcused absences from either a basic or advanced training opportunity following my steward certification shall result in decertification as a steward. *(Only the Executive Director can excuse an absence)*

I have signed the Expectations of a Steward (page 2)

### Member Signature

### Date

Steward Election Date \_\_\_\_\_  
As President (or designee), I certify that the above member has been elected as a Union Steward

President/ or Designee (Print) \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

Steward Appointment: Chapter E-Board Ratification

Date \_\_\_\_\_

As Chief Steward, I certify that the above member has been appointed and ratified by the chapter E-Board as a Union Steward

Chief Steward (Print) \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

The ASEA/AFSCME Local 52 Union Headquarters will certify you as a steward with the State and AFSCME International upon confirmation by your chapter of your election or appointment and confirmation that you meet the eligibility requirements as a steward. You must recently or become re-elected after the expiration of the 3 year Collective Bargaining Agreement in effect at the time of certification. (revised 8.23.19bkb)

## STEWARD EXPECTATIONS

As a steward, you are a vital link between the members, your local union and management. At your workplace, you are the most visible presence of the union. Many members view the steward as 'The Union' and **your relationship with the members will have a significant influence on their view of ASEA/AFSCME Local 52**. Therefore, it is critical that the attitudes, actions and approach that you take as a steward reflect an image of trust, confidence and respect.

Stewards are either elected by the chapter or appointed by the Chapter Chief Steward and ratified by the Chapter Executive Board. In accepting a position as steward you assume a leadership role in the workplace as an effective communicator, problem solver, educator and an organizer that helps develop a sense of belonging and solidarity in order to **build a united, organized, and involved membership in your workplace**.

Members often turn to the steward for advice and in order for your opinion to be credible; stewards must attend trainings and must be familiar with several documents including: the Collective Bargaining Agreement, ASEA Policies and Procedures, chapter bylaws, workplace policies, practices and any relevant rules, statutes and legislation. Above all, **a Steward must be a fair and objective advocate for all members in their workplace**.

In accepting the position as steward, you are expected to...

- attend steward trainings and chapter steward meetings
- greet new members in your workplace
- keep union bulletin boards up to date and informative
- be able to resolve conflict and be a good problem solver
- be assertive (not aggressive)
- deliver difficult (even if unpopular) news
- represent members in investigatory or disciplinary meetings
- possess a strong work ethic
- make members feel comfortable
- be able to file grievances against supervisors
- communicate information to members
- attend and participate at union chapter meetings
- gather info to support negotiations
- defend union from harmful rumors
- participate actively in labor projects

**Term of appointment:** ASEA/AFSCME Local 52 stewards have a term of up to three (3) years. Steward terms expire three (3) months following the expiration of the 3-year Collective Bargaining Agreement, regardless of the date of election or appointment.

*Signing below states you understand the Expectations of a Steward.*

Signature \_\_\_\_\_

Date \_\_\_\_\_