

CHAPTER OFFICER POSITION DESCRIPTION

POSITION TITLE:	Chief Steward
PURPOSE:	The Chief Steward is the elected head of the stewards in the Chapter and responsible for coordinating representation on the campus.
TYPICAL DUTIES:	Chair of the Stewards Council; assigns cases to stewards. Often the first steward contacted by an employee. Works with the LRR at the campus level to coordinate representation efforts and provides training.
TIME COMMITMENT:	Executive Committee meetings – One hour per month. Stewards Council meetings (agenda and meeting) – Two hours per month. Cases (advice, grievances, etc.) – Two hours per week. Assisting the LRR in arbitrations, disciplinary actions, and unfair labor practices – Two to three days duration once or twice a year.
TRAINING:	Basic Steward Training Advanced Steward Training
REPORTING RELATIONSHIPS:	Reports to the President. Reports to the Chapter Executive Committee. Reports to the LRR. Directs stewards.
RELATIONSHIP TO OTHER OFFICERS/PROGRAMS:	The Chief Steward is specifically assigned to the representation program. The Chief Steward sits on the Executive Committee and reports on the representation program. Representation cases are used in communications to advertise the success of the Chapter and in organizing to recruit.
ELECTED/APPOINTED BY:	Elected by all certified stewards in the Chapter to a three-year term.