

HGEA STEWARD POSITION DESCRIPTION

A. **General Description: Why Do We Need Stewards?**

Stewards serve an important role in any union. You and your co-workers know the issues that impact you at work better than anyone else. The steward is an extension of the union at each worksite. It is up to stewards to communicate effectively with both their co-workers and HGEA.

In addition to communication, stewards help activate members to resolve problems and are responsible for upholding the terms of our collective bargaining contract. Simply put, stewards are the leaders, educators, organizers, and representatives of HGEA across the state.

B. **Major Duties & Responsibilities Checklist**

- ✓ **INTRODUCE YOURSELF** as a steward and resource to your co-workers if any issues arise for them. You do not have to know the answer but at least be able to contact or refer them to someone who can help.
- ✓ **CONTACT** the union agent assigned to your workplace and introduce yourself. If you do not know who that is, you can call the HGEA Member Services Center (808-543-0000) or email service@hgea.org.
- ✓ **UPDATE YOUR UNION BULLETIN BOARD**. Did you know that every worksite has the right to have a union bulletin board, updated with the most recent union news? It's in our contract! Update yours! Request materials from your union agent or call the HGEA Member Service Center. Sign on to the [Steward Resources page](#) for a few examples.
- ✓ **COME UP WITH A PLAN** to communicate information you receive from HGEA to your co-workers and collect feedback. Some ideas include maintaining a list of your co-worker names in your office and making sure you have a conversation with everyone. You can look up your office roster on the [Steward Resources page](#). Some stewards hold occasional after work or lunch meetings. Others create a group text and designate it only for workplace communication.
- ✓ **KNOW THE CONSULTATION PROCESS**. Did you know that the union must be consulted on most changes that management makes in your office? It's in our contract. Make sure you and your co-workers keep HGEA informed of any proposed changes. As a steward, you can call a meeting with your co-workers to discuss the impact of any proposed changes and raise questions, concerns and offer feedback.
- ✓ **ELEVATE YOUR OFFICE TO THE CENTURY CLUB**. Offices in The Century Club are those elite workplaces that have reached 100% union membership. As a steward, you can check your office's status by logging on to the [Steward Resources page](#). Come up with your plan for recruiting new hires to join HGEA and keep us strong. Tell them why you joined and why it is important that they join too!

OTHER WAYS TO PARTICPATE

As a steward, you're invited to attend steward and membership meetings, and steward training sessions. HGEA also has many committees that members can join or be nominated to serve on including Community Action, Education and Training, Elections, Kendall Scholarship Fundraising, Next Wave, Political Action, Recreation and more.

QUESTIONS?

Talk to your union agent, call the HGEA Member Service Center (808-543-0000) or email service@hgea.org for more information.

Scan QR Code for the HGEA [Steward Resources Page](#)

