

# STEWARDS ORIENTATION

## Roles and Responsibilities



**This orientation module should take  
no more than 15 minutes**

Download the full Stewards Orientation  
series at [https://opseu.org/member-  
education/](https://opseu.org/member-education/)



# The Steward's role

The Steward's rights come directly from your collective agreement and from labour board decisions that **recognize every steward as a union official.**



# The Steward's role

OPSEU and your members trust you, expect you to do a good job, and want you to succeed.

The whole union supports your efforts.

Being a steward means assuming responsibility.



# Your constitutional role

**The OPSEU Constitution says:**

**Each Union Steward shall be responsible for representation of members in a working area, including the responsibility:**

- to distribute information to the group
- to carry the group's issues to the Local Executive Committee (LEC)/ Unit committee
- to communicate LEC/unit committee decisions to the group
- to enlist support of members of the group in workplace actions and union campaigns
- to prepare and investigate grievances from the group



# Your constitutional rights

**The OPSEU Constitution says:**

**To carry out their responsibilities, Stewards shall have:**

- the right of access to LEC/unit committee meetings
- the right to be informed of the status and disposition of grievances from the group
- the right to high quality education and training necessary to effectively exercise all their responsibilities



# Your responsibilities

**Responsibilities vary from Local to Local, but these are key:**

- build the union
- give your members democratic leadership
- protect your members' rights by making the contract work
- police the contract





[Click here to watch this short OPSEU video about your role as a Steward \(3.5 minutes\)](#)



**STEWARDS ORIENTATION**



# Q and A



# Q and A

Q: Are Stewards considered Union Officials?



# Q and A

Q: Are Stewards considered Union Officials?

A: Yes, Stewards are Union Officials as per your collective agreement and labour board decisions



# Q and A

Q: Are Stewards responsible for handling grievances?



# Q and A

Q: Are Stewards responsible for handling grievances?

A: Stewards prepare and investigate grievances for the group of members they represent.



# Q and A

Q: Are Stewards responsible for communicating news and information with their members?



# Q and A

Q: Are Stewards responsible for communicating news and information with their members?

A: Stewards are responsible for sharing news and information from the LEC/unit committee with the members they represent.



Visit the OPSEU Member Education webpage at <https://opseu.org/member-education/> and download the **Stewards PowerTool**.

It includes all the information you need to hit the ground running as a Steward!





# Steward and Collective Bargaining

**Please take a moment to share your feedback.**

1. Did you find this orientation useful?
2. Do you have any suggestions for improvement?

Thank you for your time. Please share your insight by sending a quick email to [education@opseu.org](mailto:education@opseu.org)





# MEMBER EDUCATION FORMATION DES MEMBRES



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