

POSITION DESCRIPTION: CHIEF STEWARD

Definition: The chief steward position on the AFSCME Local 328 executive-board serves as a link between our union stewards and the membership, while providing support and representation to the membership.

Required Duties:

- Appoint and maintain a group of lead stewards based on the contractual allowance
 - Designate leads based on need (eZone, senior, grievance, Gold Star and unit steward leads)
 - Plan and lead monthly lead steward meetings
- Plan and lead monthly investigatory/grievance steward meetings (determine activities and trainings, order food, etc.)
- Interface with data-maintenance position regarding eZone programming and upkeep
- Provide current OHSU work/vacation schedule
- Respond to high-priority communications during working hours within two hours
- Monitor eZone cases as needed (e.g., timeliness of assignment, grievance timelines, case statuses)
- Input and maintain the eZone calendar for daily assignments (eZone lead, duty staff, on-call stewards)
- Monitor and update eZone bulletin board for relevant information
- Attend monthly executive-committee/-board meetings
- Submit a monthly report to the executive board
- Check union email on a daily basis and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Organize annual or biennial lead retreat
- Visit work areas
- Maintain an investigatory/grievance steward Facebook group
- Organize steward holiday party
- Comment on AFSCME Local 328 blog
- Participate on union social-media pages

Budget Considerations:

- eZone annual maintenance contract
- Office/administrative supplies
- Swag
- Gold Star rewards
- Recruiting costs
- Education/training costs
- Text-messaging program
- Catering for meetings and trainings
- Mileage

Support: The Local 328 chief steward will receive a monthly stipend per the Officer Stipends policy. The chief steward is granted five hours of paid time per week paid by OHSU, as well as up to five additional hours per week paid by the union.