



CUPE Local 391 UNION STEWARD/CONTACT INFO SHEET

“As a steward, your role is to watch and listen to what’s happening in your workplace; on behalf of your local.” (Source: CUPE Steward Handbook, p 5)

[Click here to visit our website.](#)

Thousands of CUPE members act as stewards, helping members deal with workplace problems and bringing the concerns and priorities of the members they represent to the attention of the union’s leadership. Anyone with an interest in fairness and the people they work with can be an effective steward.

A steward’s key duty is to be a vital link between the membership and the local’s elected leaders - you are front line in communicating with members at the worksite and have the opportunity to reinforce union solidarity on a daily basis. Unions can solve problems, improve working conditions and improve compensation only when a high proportion of the members are prepared to do something about their concerns.

Your Role as a CUPE 391 Union Steward/Contact

Establish Yourself Introduce yourself to all new employees and make sure they understand your function. Everyone you represent should know who you are, how to get in touch with you and why they should get in touch with you. Ensure members have access to their CUPE email.

Watch for Issues Stewards need to reach out to members experiencing problems at work who may not know to bring these problems to the attention of the union.

Work with Your Executive Stewards work with the Executive to help keep the members informed and to encourage involvement in union activities. Keep the members informed about union activities by distributing notices of meetings, agendas, minutes of meetings, union publications, information about important grievances, contract settlements etc. The simplest way to do this is by regularly updating the union board in the worksite. As the contact for your unit, you will be sent updates and notices directly via your CUPE 391 email account.

Build Awareness Help the members in your unit know where to find and how to access a copy of the current collective agreement on our website. Help members to understand their rights, ie. that they will not get into trouble if they complain about a supervisor or another member. During informal discussions, ensure that members understand that specific contract provisions were negotiated by the union and not "given" by the employer.

Stay Educated and Informed Attend General Meetings as your schedule allows, and keep up-to-date with activities by checking the website. Check your CUPE email regularly. Know who you can turn to for help, support and additional training. Contact the executive member liaison to find out about education opportunities. Ask your fellow stewards to share their past experiences. Check out the [Resources for Stewards](#) page on the [CUPE National](#) website.

Contact the Local 391 Office By phone: 604.322.4879
By email: info@cupe391.ca
Website: <http://cupe391.ca/>

For a digital copy of the Steward’s Handbook and Resources, visit <http://cupe.ca/resources-stewards>.
For a listing of CUPE’s Educational Courses, visit <http://cupe.ca/union-education>.