

## DELEGATE JOB DESCRIPTION

### 1) **Meet all newly hired employees**

- a) Make them feel welcome
- b) Make sure management has included them in the bargaining unit if appropriate
- c) Introduce them to the union
  - Brief history
  - Wall-to-wall character
  - Governance structure
  - Affiliations
  - Agency shop
- d) Give them a new employees packet if available
- e) Get them to sign check-off forms for dues and for V-CAP contributions

### 2) **Advocate for members in your office**

- a) Know the contract!
- b) Advise shop members about contract rights
- c) Negotiate with management for shop members
- d) Handle grievances arising in your office
- e) Represent members in *Weingarten* meetings

### 3) **Organize periodic shop meetings**

- a) Schedule at regular time or at least with adequate notice, and give reminders
- b) Prepare an agenda
- c) Chair the meeting, or adequately prepare someone else to do so

### 4) **Represent your office at the Delegates Assembly**

- a) Attend monthly meetings
- b) Act as liaison between the assembly and your office
- c) Participate in committee work
- d) Mobilize your shop to participate in union activities

### 5) **Build the union in your office**

- a) See that the union bulletin board is maintained
- b) Mediate conflicts among union members when possible
- c) Educate members concerning union duties, and enforce union discipline when necessary
- d) Suggest appropriate referrals when personal problems seem to interfere with their work
- e) Recruit and build new leadership!

### 6) **Take part in the larger union**

- a) Keep up to date with NOLSW mailings on national union and LSC issues