



# Local Information Stewards

## A Job Description

### For the Demand-Set Period of Bargaining

#### 1. Link up with your Members

- ✓ Sign up any new, or unclassified workers who have not signed up as members
- ✓ Ensure you have current contact information
- ✓ Walk about your workplace, and hand out “Plug Yourself In” stickers and flyers
- ✓ Explain the importance of filing in the bargaining survey and coming to the demand-set meeting
- ✓ Distribute and help people fill out a Communications Survey, to find out best methods to reach each member
- ✓ Get your members out to any events being planned by the local

#### 2. Distribute and Collect Bargaining Surveys

- ✓ Distribute Bargaining Surveys and Table Talk to all members
- ✓ Track who has turned in their survey; offer to help those who haven't
- ✓ Keep talking up the survey and the demand-set meeting
- ✓ Participate in any events your local plans to encourage member participation in demand-set
- ✓ Submit surveys to designated person on the Local Executive Committee

#### 3. Get Members to Demand-Set Meeting

- ✓ Keep talking up the meeting; offer to go with people who haven't attended before
- ✓ Attend the meeting yourself and help out