



# ALASKA STATE EMPLOYEES ASSOCIATION

American Federation of State, County & Municipal Employees Local 52

## STEWARD NOMINATION FORM

Submit the completed form by email ([aseahq@afscmelocal52.org](mailto:aseahq@afscmelocal52.org)), mail, in person at any ASEA office, or online via the QR code or <https://www.afscmelocal52.org/new-steward>. For office locations, visit [www.afscmelocal52.org](http://www.afscmelocal52.org).



New Nomination    Reappointment   Chapter: \_\_\_\_\_

Name: \_\_\_\_\_ EID# \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Work Address & Floor/Suite: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

→ Check the box next to the email address you prefer to use for ASEA Steward communications. ^

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please explain your interest in becoming a steward.

**Initial below:**

\_\_\_\_ I am a member in good standing of ASEA for at least one (1) year and in permanent status.

\_\_\_\_ I will attend mandatory basic steward training within six (6) months of becoming certified as a steward. I understand that two (2) consecutive unexcused absences from either a basic or advanced training opportunity following my steward certification shall result in decertification as a steward. (Only the Executive Director can excuse absence.)

\_\_\_\_ I have signed the Expectations of a Steward (page 2)

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ASEA/AFSCME Local 52 Union Headquarters will verify that you meet the eligibility requirements to serve as a steward. Once eligibility is confirmed, the chapter executive board may appoint you. Following appointment, ASEA will certify you as a steward with your employer. A steward's term will expire three (3) months after the expiration of the Collective Bargaining Agreement in effect at the time of appointment. Prior to expiration of the current term, Stewards may be reappointed to a new term by signing the Expectations of a Steward.

**UNION USE ONLY**  
Member in good standing:  Yes    No  
# of Years in good standing: \_\_\_\_\_  
Verified by: \_\_\_\_\_  
Date: \_\_\_\_\_

**CHAPTER USE ONLY**  
Date of Appointment: \_\_\_\_\_  
As President or Chief Steward, I certify that the above member has been appointed an ASEA Steward by the Chapter Executive Board.  
Print Name: \_\_\_\_\_  President    Chief Steward  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEWARD EXPECTATIONS

As a steward, you are a vital link between the members, your local union and management. At your workplace, you are the most visible presence of the union. Many members view the steward as 'The Union' and **your relationship with the members will have a significant influence on their view of ASEA/AFSCME Local 52.** Therefore, it is critical that the attitudes, actions and approaches that you take as a steward reflect an image of trust, confidence and respect.

Stewards are appointed by the Chapter Executive Board or in the absence of a chapter executive board, appointed by the Chief Steward. In accepting a position as steward, you assume a leadership role in the workplace as an effective communicator, problem solver, educator and an organizer that helps develop a sense of belonging and solidarity to **build a united, organized, and involved membership in your workplace.**

Members often turn to the steward for advice and for your opinion to be credible; stewards must attend training courses and must be familiar with several documents including: the Collective Bargaining Agreement, ASEA Policies and Procedures, chapter bylaws, workplace policies, practices and any relevant rules, statutes and legislation. Above all, **a Steward must be a fair and objective advocate for all members in their workplace.**

### In accepting the position as steward, you are expected to...

- attend steward trainings and chapter steward meetings
- greet new members in your workplace
- keep union bulletin boards up to date and informative
- be able to resolve conflicts and be a good problem solver
- be assertive (not aggressive)
- deliver difficult (even if unpopular) news
- represent members in investigatory or disciplinary meetings
- possess a strong work ethic
- make members feel comfortable
- be able to file grievances against supervisors
- communicate information to members
- attend and participate at union chapter meetings
- gather info to support negotiations
- defend union from harmful rumors
- participate actively in labor projects

**Term of appointment:** ASEA stewards have a term of up to 3 years. Steward terms expire three (3) months following the expiration of the current 3-year Collective Bargaining Agreement, regardless of the date of appointment.

By signing below, I affirm that I have read and understand the Expectations of a Steward.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_