

JOB STEWARD ENDORSEMENT FORM

THE PURPOSE OF THIS FORM WILL BE TO SUPPLY ENDORSEMENT OF A MEMBER DESIRING TO BE A JOB STEWARD FROM MEMBERS WHO HE/SHE WOULD REPRESENT. THIS APPOINTMENT MUST BE RENEWED EVERY YEAR BY THE CLOSE OF BUSINESS ON NOVEMBER 1ST.

MEMBER REQUESTING ENDORSEMENT: _____
(Please print clearly)

Member Email Address: _____ Member Telephone # _____

AREA OF REPRESENTATION: _____

THIS IS TO ADVISE THAT I ENDORSE THE ABOVE-NAMED MEMBER, TO REPRESENT MY AREA OF EMPLOY, AS JOB STEWARD. (PLEASE REVIEW TERMS OF REFERENCE BEFORE SIGNING.)

PRINT NAME	SIGNATURE

DATE: _____

Job Steward Terms of Reference

1. Job steward meetings shall occur September to June.
2. Election of a Chief Job Steward will occur as per Article 7.1 of the CUPE Local 454 Constitution and Bylaws.
3. To have quorum, 2 members must be in attendance at any job steward meeting. Any recommendations from the job steward committee are made to the executive, by way of the Chief Job Steward. The rules of order governing the executive shall also govern the Job Steward Committee.
4. Order of business shall be:
 - a. Roll call
 - b. Concurrence of previous minutes
 - c. Area reports
 - d. New business
5. Job Stewards shall not be entitled to be executive members, except for the Chief Job Steward.