

Librarians and Archivists Stewards Policy

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Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
December 2025	December 2027	Policy & Governance Committee Faculty Chief Steward Librarians and Archivists Chief Steward

I. ROLES AND RESPONSIBILITIES

Stewards

1. Stewards play a vital role in building a stronger union. They help to ensure that provisions of the Collective Agreement are followed. They connect Members to each other and to UWOFA and act as important bi-directional conduits of information.
2. All Stewards shall familiarize themselves with this Policy, By-law No. 4, and the Collective Agreement and shall participate in any related training implemented by UWOFA.
3. Stewards shall serve as a primary point of contact for Members in their Unit.
4. Stewards, at a Member's request or as appropriate, shall bring Member concerns to the attention of the LASC, the Chief Steward, or the Member Services Officer(s).
5. Stewards shall act as an Academic Colleague, including for, but not limited to, Biennial Review appeals.
6. Stewards shall attend meetings of the LASC. When a Steward is not able to attend a meeting, they may provide a written report on matters in their Unit to the Chief Steward in advance of the meeting.
7. As requested by the Chief Steward or other Agents of UWOFA, Stewards shall canvass the Members in their Unit for information and opinions on various topics and distribute specific information to Members in their Unit.
8. If a Steward is unable to complete their term, they shall notify the Chief Steward immediately.

Chief Steward

9. The Chief Steward shall attend meetings of the Board as invited or requested, and shall report to the Board about the activities of the LASC.
10. The Chief Steward shall respond to Member and Steward queries and bring concerns to the attention of the Member Services Officer(s), Grievance Officer, Joint Committee Co-Chair, Board or UWOFA President, as appropriate.
11. The Chief Steward shall be a liaison between UWOFA Agents and the LASC regarding education, engagement and communication campaigns, and solidarity efforts.
12. The Chief Steward shall work with the Faculty Chief Steward on matters of interest and solidarity across the bargaining units.
13. The Chief Steward shall work with UWOFA staff to develop material to build capacity among the Stewards in interpreting the Collective Agreement and providing assistance to Members.
14. The Chief Steward shall plan the work of the LASC and set priorities for the coming year, in collaboration with the Board, the Faculty Chief Steward, the Mobilization Chair, the Grievance Officer, and the Joint Committee Co-Chair.
15. The Chief Steward shall organize, in collaboration with the Board, Faculty Chief Steward, and UWOFA staff, a training session for new Stewards in September of each year.

Directors

16. One or more Directors elected by Librarians and Archivists may convene meetings of Stewards to discuss issues of concern, particularly during periods of collective bargaining. The convening Directors shall notify the Chief Steward in advance of any such meetings.

II. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES AND OTHER RESOURCES

- a. By-law No. 4