

# Checklist for a Well-Organized Worksite

## SkillBrief

### Internal Strength

Facility is charted/mapped

All work areas and on all shifts have stewards who are leaders

All stewards have completed required steward training

All leadership chairs and Chief Steward positions are filled and functioning effectively

There is a functioning worksite steward council that meets monthly

Stewards effectively organize their co-workers to take action on worksite problems

Stewards handle grievances effectively

There is a regular facility newsletter

An effective distribution network is in place for various communications

The bulletin board is up-to-date

Regular membership meetings are held in the facility with good participation

Members regularly attend training courses

Contractual committees function well

### Political Action

33% of members participate in COPE, or there has been a 10% increase - whichever is greater

Stewards participate in and recruit co-workers for electoral campaigns, lobby days and other political action events

There is active participation in regional PAC meetings and events.

### New Organizing

Stewards and members are involved in new organizing campaigns

There is an active residual organizing program