



## BARGAINING YEAR STEWARD CHECKLIST

*What to do, when to do it, and how to know you're doing it right*

### Your Core Role (All Year)

- Be present and visible at the worksite
- Share information honestly—even when there is no news
- Listen for concerns, rumors, and fatigue
- Connect everyday issues to the bigger bargaining picture
- Show up consistently—presence matters more than certainty

*Uncertainty is something we organize through, not around.*

### Phase 1: Preparation (Before and Early in Bargaining)

*Focus: Listening, mapping, and setting expectations*

- Help distribute bargaining surveys
- Talk with coworkers about top priorities
- Identify formal and informal leaders (loud and quiet)
- Encourage participation in meetings or actions
- Share the basic bargaining timeline in plain language

You're doing this right if: Members feel heard before proposals are finalized; leadership isn't limited to the same few people.

### Phase 2: Groundwork

*Focus: Translation and rumor prevention*

- Explain what early sessions usually involve
- Correct misinformation quickly
- Keep expectations realistic—no hype
- Check in with members who have questions or anxiety

You're doing this right if: Members understand why there may be little news; rumors are addressed early.

### Phase 3: The Long Haul

*Focus: Morale, momentum, and visibility*

- Maintain small, visible worksite actions
- Ask members how they're feeling and listen
- Watch for fatigue, cynicism, or disengagement
- Report patterns of issues to CAT leads and organizers
- Celebrate defended rights and small wins

You're doing this right if: Members feel informed even without updates; activity continues during slow periods.

### Phase 4: Endgame (TA, Escalation, or Ratification)

*Focus: Clarity and informed participation*

- Help host quick 'what's in it' conversations
- Gather member questions and concerns
- Support informed, thoughtful voting
- Help pivot members toward contract enforcement

You're doing this right if: Members understand the agreement or next steps and feel prepared to act.

### Danger Signs — and How to Respond

Rumors spreading → Share short, regular updates

Cynicism ('nothing matters') → Connect gains and protections to member action

Burnout among the same few → Rotate tasks and invite new people in

### What Steward Success Looks Like

- Members feel informed—even without news
- Fewer destructive rumors
- Broader participation in small actions
- Morale is sustained through uncertainty

**You are not responsible for the outcome. You are responsible for connection, clarity, and consistency.**