



# Duluth Federation of Teachers Local 692

## \*\*\* Building Steward Responsibilities \*\*\*

- Become informed. Know your contract. Keep informed on school board policies and DFT matters.
- Be alert to situations. See that policies which affect the welfare of teachers are observed in your building. Documentation of problem situations is extremely important.
- Distribute materials. Distribute to teachers in your building the materials that are sent to you. Have materials on file that will assist you in answering questions about the DFT and what the DFT can do for them. Ask for more materials as you need them.
- Attend meetings. A good building steward will try to attend all DFT meetings and report back to the members in the building.
- Encourage and invite. Get members out to DFT meetings. Get them involved. Our organization is only as strong as its membership.
- Be involved. Building stewards must be involved with their colleagues and sensitive to their concerns and needs. Communicate those needs and concerns to the DFT Executive Board and/or appropriate committee chairs.
- Bulletin boards. Maintain an up-to-date bulletin board in your lounge or lunchroom. Post DFT flyers, newsletters, and other literature of interest to teachers.
- Help new teachers. Go out of your way to help new teachers know about school policies, procedures, and the community.
- Solicit contributions. Solicit contributions duly authorized by the Duluth Federation of Teachers, such as the P.A.T. /C.O.P.E. collection.
- Ask for help. Don't be afraid to ask for help from other members, DFT leaders, or from the DFT office (722-2135.)