



Checklist for Building Unity and a Strong Local

FORTIFYING DEMOCRACY AND COMMUNICATIONS

	Done	Working on it	Not Sure	Not Done
Membership meetings are held regularly with agendas posted in advance.				
Elections for leadership positions are publicized well in advance, and leaders make an effort to recruit new activists.				
Newsletters or flyers (electronic and/or hard copies) provide regular updates to members. Union accomplishments are publicized.				
Members have an easy way to communicate concerns or praise to union leaders (email address, office hours, phone number, social media etc).				
Financial reports are made at <i>every</i> member meeting.				
The local's trustees perform quarterly financial audits and report about them to the members and National union.				
The local has an up-to-date press list to use for public actions.				
Elected delegates attend regional councils and the national convention.				
Officers training classes, educational events held regularly; attend regional workshops sponsored by the national union.				
<i>UE News</i> mailing list is up-to-date.				

A HEALTHY STEWARD NETWORK

	Done	Working on it	Not Sure	Not Done
A steward network represents members equally across departments, shifts, languages, etc. There are an adequate number of stewards.				
Stewards have updated lists of the members they are responsible to represent.				
Stewards are involved in maintaining a record of grievances and their status.				
<i>UE Steward</i> distributed, posted regularly.				
The local provides regular trainings to stewards to build their skills and confidence.				
Stewards meet regularly to report the status of all grievances to the local; develop strategies and plans to help solve problems.				

SYSTEMS FOR MEMBERSHIP RECRUITMENT & MAINTENANCE

	Done	Working on it	Not Sure	Not Done
You have an updated roster of workers and are prepared to track membership status and contact information.				
A member of the e-board is assigned to stay on top of membership and coordinate with stewards and other union leaders to conduct outreach to non-members and new employees. This person makes membership reports at local meetings.				
The local constitution includes language around length of time you must be a member to run for office, vote in elections or on the contract.				
You have information on the history of the local and your achievements to share.				
Materials are translated into all spoken languages.				
The union is visible with members wearing caps, buttons, or t-shirts.				

NEW EMPLOYEE OUTREACH PLAN

	Done	Working on it	Not Sure	Not Done
Your contract has language that allows for union access to new employee orientations.				
Leaders are prepared to speak at those orientations.				
A standard introduction to the union is ready for presentation. The local has copies of membership cards, the local constitution and contracts for distribution.				
A follow up plan to collect membership cards is in place.				
Stewards are informed of and prepared to greet new hires.				

NON-MEMBER OUTREACH PLAN

	Done	Working on it	Not Sure	Not Done
Non members are asked to join and given membership cards on a regular basis.				
Organizing around grievances and the contract always includes membership recruitment.				
The local regularly publicizes grievances you've won and improvements achieved. These victories are possible because of union members.				
The local has a culture of no-freeloading.				