

## **CUPE 3906 Unit 1 Lead Steward Report - April 2026**

### **U1 Stewards' List Management**

Updated and maintained the Unit 1 departmental stewards list. This included accepting steward nominations, adding newly appointed stewards, and removing the names of those who are no longer members, to ensure the records remained accurate and up to date.

### **Honorarium Application Coordination**

Sent the Winter 2026 honorarium application form to all eligible departmental stewards and communicated with stewards regarding application submissions, deadlines, and report requirements.

### **Honorarium Report Review and Processing**

As I did not initially have permission to access the submitted responses directly, I coordinated with Mary Ellen to receive the updated list of applications and steward reports. Carefully reviewed all submitted reports to ensure completeness and verify stewardship-related activities. Organized and finalized the list before forwarding it to the Treasurer so that honorarium cheques could be processed on time for distribution by May 30.

### **Weekly Office Hours and Steward Support and Guidance**

Beginning April 10, I held weekly 2-hour office hours to support Unit 1 members and departmental stewards. During one week when I was away from campus (May 4-8), I compensated by completing an additional 2 hours during the previous week (April 27-May 1) to ensure I fulfilled all scheduled office hours. During office hours, I assisted members with stewardship-related questions, honorarium inquiries, and general union support. Met with some of the newly appointed departmental stewards during office hours to explain their responsibilities, duties, and available union resources and benefits. Helped guide stewards through available support systems and even assisted them with applying for steward-related benefits.

### **Steward Support and Communication**

Responded to steward emails and inquiries regarding honorarium applications, reports, stewardship responsibilities, benefits, reimbursements, and general Unit 1 matters throughout the month.

### **Grocery and Snack Shopping Support**

Assisted with union operational support by going snack shopping with Yuly, the Equity Officer, and grocery shopping with Pema, the International Officer. Used my personal vehicle to help transport groceries, snacks, and supplies required for union and office activities.

### **CUPE Office Cleaning and Organization**

Cleaned and organized the CUPE office space, including tables and common areas. Organized snacks and food supplies within the office. I did not discard any documents or important materials left on the table, instead, I carefully preserved all papers and materials and placed them in storage boxes beside the tables for safekeeping and organization.

### **Banking and Check Signatory Responsibilities**

Completed the process of being added as a cheque signatory for CUPE 3906. During the process, there were technical issues with uploading my documents, so I personally visited the

bank to resolve the issue and ensure the documentation and signatory setup were completed successfully.

Submitted by,

*Simran (she/her)*

**Lead Steward - Unit 1**

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