

Assignment Sheet

Hint: You can list several types of jobs in the Task column. Include overall-coordinator-type jobs dealing with big assignments (“Plan Strategic Planning Meeting”), as well as specific tasks that fall under the bigger jobs (“Arrange meeting space for strategic planning meeting”), or that stand alone (“Order monthly bundle of *Labor Notes*”). In either case, be as specific as possible. Write down “Interview stewards using Stewards Survey” and “Evaluate grievance tracking system,” not “Rebuild stewards system.” Don’t forget to delegate!

The “Report To” item may be either an individual or a body such as the executive board.

Task	Assigned to	Report to	Date for First Report	Date for Completion	Notes
New Executive Board Conference-strategic planning.	Myself	Randy	11/15/19	12/15/18	Need to have a conference away from work/hall to allow the new board to get to know one another and set goals and expectations.
Steward and Business Agent training	Natalie/myself	Executive Board	10/31/19	1/1/2019	Educate Stewards and Business Agents on how to help all of our members grasp the true importance of Union membership and involvement.
Anti-Freedom Foundation committee	Abe/Tizoc/Myself	Carlos	10/10/18	Ongoing	Freedom Foundation is paying people to stand outside county buildings to ‘educate’ our members on how to opt out. We need our own committee to fight this.
Teamster Advantage	Mark	Randy	1/1/19	Ongoing	Educate the public on the ability to join our Teamster Advantage program, where we all not only get discounts, but keep the tax dollars local by supporting local business.