



**IAM**  
UNION

**LOCAL 16**  
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February 2, 2026

Dear Sisters and Brothers,

I would like to take a moment to clarify the duties and responsibilities of the Shop Committee Chair, Shop Stewards, and the Executive Board. There appears to be some confusion and misinformation regarding these roles, and this clarification is intended to ensure members have accurate information and a clear understanding moving forward.

**Shop Stewards and Shop Committee Chair (PASS)**

Shop Stewards and the Shop Committee Chair are responsible for ensuring that the Collective Agreement is followed in the workplace. They represent members in matters such as grievances, complaints, and disciplinary meetings. They also communicate information between union leadership and the membership through meetings, notices, and bulletin boards. In addition, they assist members in understanding their rights and work to resolve workplace issues and conflicts.

**Executive Board (Local)**

The Executive Board is responsible for ensuring that the Local operates in accordance with its Constitution and Bylaws. The Board interprets governing documents, recommends policy changes to the membership, and reviews the overall functioning of the organization. It ensures that the Local's work aligns with its goals and long-term plans, and it establishes and oversees committees to address specific issues.

The Executive Board does not have authority over the Collective Bargaining Agreement, does not handle grievances, and does not manage day-to-day staff activities.

This clarification is provided to support transparency and a shared understanding of our respective roles.

In solidarity,

*Clement Nunes*

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