



Spring 2005

Dear Chapter Officers and Stewards:

It is my pleasure to present NTEU's updated *Chapter Manual*.

As with past editions, this *Chapter Manual* is a most useful tool for officers and stewards in the building and administration of their chapters. In it you will find clear and detailed information on ways to:

- skillfully administer your chapter,
- increase membership and participation,
- effectively represent employees.

I urge you to use this manual, as it is an invaluable resource that will help you strengthen your chapter, and in turn, our collective efforts to empower our members and improve the quality of their work lives.

In Solidarity,

Colleen M. Kelley
National President