



Using Members to Help with Committee Operations

While having a full-time staff person on your committee to handle ongoing operations may be ideal, this is not always possible, so you have to find other ways to get things done. You can do that by involving Sisters.

What's in it for your committee?

1. Bring in new committee members
2. Increase the visibility of your committee
3. Develop committee members
4. Gain recognition from the Council or Local
5. Have less need for full-time staff person
6. Have more ways to involve committee members
7. Improve how your committee functions and operates

This document includes several ways to help you utilize the talents of your members. Use the following approaches to engage your members and manage your operations.

- A. Have a different person arrange for refreshments.
- B. Have members make contacts regarding meetings:
 1. Phone calls
 2. Emails
 3. Mailings
 4. Visiting face-to-face
- C. Arrange for speakers
- D. Develop topic/agenda for meetings
- E. Handle activities related to meetings
 1. Set up with equipment
 2. Do "meet and greet"
 3. Take notes
 4. Planning

5. Publications
 6. Make reports at meetings (updates on events, etc.)
- F. Handle activities related to mentoring
1. Identify mentors
 2. Identify people who need mentors
 3. Follow-up with mentees or mentors
 4. Share information and updates about mentoring at meetings
 5. Research and identify places mentors can get training
- G. Make presentations about the JATC at different places
1. Community centers
 2. Vocational technical centers
 3. Other types of schools
 4. State welfare offices
 5. Facilities where women are reentering the workforce
 6. At shelters
- H. Represent the committee by working with Locals on activities
1. Run for office
 2. Help with organizing
 3. Help with local functions
 - a. Parades
 - b. Meetings
 - c. Picnics
 - d. Graduations
 - e. Holiday events
 4. Prepare reports about women's committees that will be presented to Locals
- I. Represent the committee by working with the Council and activities
- J. Prepare reports from women's committees to send to the Council
- K. Prepare requests for funding to be submitted to the Council
- L. Help the Council with functions on behalf of the committee

1. Career fairs
 2. Political action events
 3. Community service events
- M. Conduct community outreach
1. Participate in meetings
 2. Identify community events
 3. Act as women's committee liaison for the community
- MI. Participate in Women in the Trades Conferences
- O. Find out about conferences
- P. Do workshops
- Q. Do trade-related caucus groups
- R. Speak at the conference
- S. Help with planning and join the planning committee