



Committee Meeting Best Practices
Newfoundland Millwrights & Allied Workers SIB Committee
(Atlantic Canada Regional Council)

Below is an abbreviated list of Newfoundland's Millwrights & Allied Workers Best Practices for conducting committee meetings.

1. Gain support and involvement of Council/Local Leadership

- a. Invites the EST to the meeting.
- b. Involves the EST in committee issues and activities.
- c. Keeps the EST informed about committee progress and initiatives.
- d. Has a Staff Liaison from the Regional Council who serves on the committee.

2. Has a Steering Committee structure

- a. Core group of women meet monthly to plan activities and events. They discuss and implement initiatives to assist women. These core group of women include:
 - Staff liaison
 - Chair
 - Co-Chair
 - Secretary
 - Treasurer
 - Five (5) committee members

3. Create a partnership with an organization that helps women succeed

- a. Partners with the Office to Advance Women Apprentices (**OAWA, www.womenapprentices.ca**). Below are some OAWA services:
 - Mentoring and Coaching.
 - Assisting women in finding employment.
 - Assisting women in staying employed.
 - Helping women move into positions of influence, like sitting on boards.
 - Acquiring funding for training women in the trades.
 - Acquiring funding from sponsors to host events.
 - Working with colleges to arrange training opportunities.
 - Working with women to arrange training opportunities.
 - Assisting women in moving forward in their trade.
 - Hosting and Partnering with other groups to hold events for women and youth.
 - Speaking and Presenting to organizations about women's skills.
 - Marketing and Publicizing women's skills and the benefits of hiring women.
- b. The Newfoundland Millwrights & Allied Workers SIB committee works with the OAWA in the following ways:
 - Identifying training needs and providing training.
 - Finding ways to recruit and retain women.
 - Identifying mentoring and coaching needs/opportunities.

- Hosting events for women and youth.

4. Explore ways for women to get and keep work

- Provides handouts (and newsletters) from the OAWA that describe job/training opportunities as well as assistance in other areas:
 - Apprenticeship programs.
 - Mentoring opportunities.
 - Information about funding assistance for training.
 - Information about resume writing and the resume database.
- Provides handouts (and newsletters) from the OAWA that highlight good work practices. These included tips for staying healthy, working safely, and being productive.
- Provides handouts (and newsletters) from the OAWA that highlight successes achieved by women.
- Provides a booklet that describes types of Apprenticeship Programs offered at the UBC Carpenters and Millwrights College.

5. Explore ways to market/publicize women

- Puts murals on Metro Buses (OAWA)
- Hangs Sisters in the Brotherhood flags throughout union offices, etc.

6. Identify services provided by the SIB committee

- Provides handout that identifies potential possible Training/Seminars to be offered by the SIB committee:
 - Harassment
 - Leadership skills
 - Public speaking
 - Shop Steward training

7. Conduct meetings regularly

- Millwrights & Allied Workers SIB committee meetings are held on the final Wednesday of each month at 7:00 PM.
- OAWA Apprenticeship meetings are held on the 3rd Thursday of each month at 7:00 PM.

8. Create a welcoming environment for meetings

- Holds meetings in a location that is clean with adequate parking, seating, and facilities.
- Allows time before the meeting for women to meet and greet each other.
- Welcomes guests and women attending the meeting.
- Displays Sisters in the Brotherhood Flag.
- Provides refreshments.

9. Provide handouts for attendees at meetings

- Provides copies of the meeting agenda.
- Provides copies of minutes from the last meeting.
- Provides handout that contains a brief overview of the UBC, the mission of the women's committee, and contact information for the Steering Committee.

10. Use and follow an Agenda

- Uses an agenda that includes the following:
 - Purpose of the women's committee.
 - Positions and contact information for women on the steering committee.
 - Information about meeting dates, time, and location.
 - Agenda topics and speakers.
- Uses the agenda to manage the flow of the meeting.

- c. Speakers make presentations in the assigned order on the agenda.

11. Use Roberts' Rules

- a. Meeting adhered to Roberts Rules practices:
 - Motion to adopt agenda.
 - Motion to adopt previous month's minutes.
 - Motions to accept new issues, etc.

12. Discuss topics that benefit women

- a. Opens meeting with a Safety Minute that included Tips to prevent injuries and stay safe. This is a standard practice.
- b. Topics on agenda included:
 - Overview of committee's progress.
 - Updates from OAWA.
 - Discussion about mentorship.
 - Discussion about training.
 - Discussion about outreach/recruitment.
 - Discussion about future goals.
- c. Uses a PowerPoint to describe Goals and plans to achieve Goals

13. Allow women to participate during meetings

- a. Allows women to ask questions and offer input.
- b. Allows everyone to be heard fully, while managing the time on the agenda.

14. Set Goals for SIB Committee (Future)

- a. Presents mandate.
- b. Presents broad Goal.
- c. Presents long-term Goals.
- d. Presents execution plan to achieve Goals.

15. Set Goals for conferences/events (Future)

- a. Discusses plans for upcoming 2-Day Trades Conference for women & youth.
- b. Sets attendance Goal of 300 to 350 women. Discusses approaches that would be undertaken to achieve this Goal.

16. Highlight success of committee members

- a. Congratulates members who had attended and/or graduated from training programs.
- b. Congratulates members who were moving to new jobs as well as those that had remained on jobs.
- c. Looks for opportunities to say something positive about what members had accomplished and were trying to accomplish.
- d. Profiles women accomplishments in the OAWA newsletter.

17. Maintain contact with women

- a. Uses Facebook to connect and communicate with women.

18. Identify ways for the committee to progress

- a. Discusses plans to conduct a Survey of women.
- b. Discusses practice of using Facebook to connect with women in other provinces.
- c. Identifies the following ways the International Sisters in the Brotherhood (ISIB) Committee could offer assistance:
 - Provide ideas on how to entice women to come to meetings.

- Suggest ways all SIB committees could share ideas with each other. This would allow committees to find out what is working elsewhere as well as help committees network and connect with each other.
- Put together a Newsletter on a monthly basis that offers Tips/Ideas to help SIB committees.
- Provide SIB committees with timely and comprehensive information so that everyone stays in the loop on what is happening.
- Develop a library of workshops that SIB committees could use to conduct training.