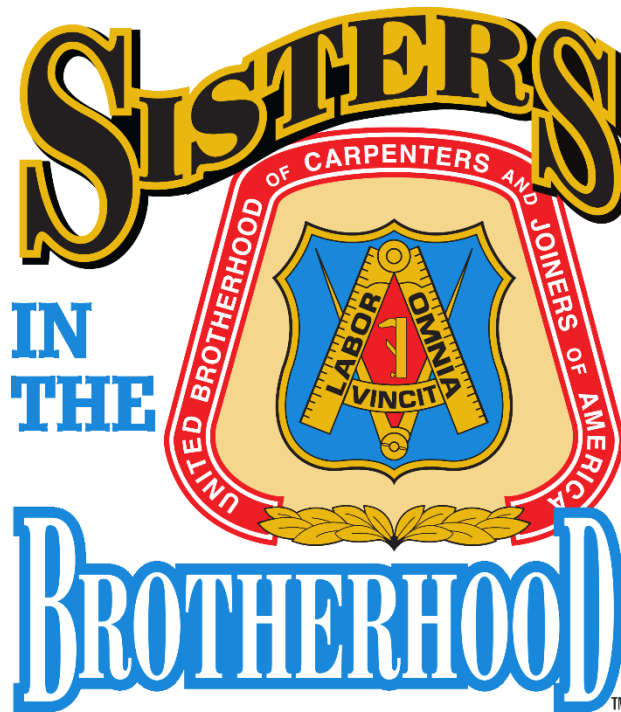


Sisters in the Brotherhood

How to Establish SIB Steering Committees Handbook

“Information to Help SIB Chairs Succeed”



Introduction

Sisters in the Brotherhood (SIB) Committees operate successfully in several Regional Councils throughout the UBC. Committee members work together to plan activities to help Sisters succeed.

A Steering Committee takes the planning process one step further by having a specific group of Sisters be responsible for identifying and implementing activities. This specific group might consist of a Sister representative selected from each Local within the Council, selected by Sisters within the Council, or selected by the EST.

Advantages of Forming a SIB Steering Committee

When leadership and/or membership select members, there is a certain level of committed support that offers particular advantages:

- Clearer roles and accountability
- Greater focus on committee goals
- Greater support of committee activities and events
- More visibility and recognition by Local/Council leadership
- Better organization and management of SIB Committee operations
- Increased collaboration, teamwork, and creativity among members

Examples and Materials

This Handbook contains examples of **three** types of Steering Committees: appointed by Local Unions, elected by Sisters, and appointed by EST.

There is also information about the **Process** you can use to form these Steering Committees as well as **Contact Information** for a Sister who can guide you through the process. Additionally, there are **Blank forms** for you to develop your own Steering Committee and a **SIB Committee Update form**.

We hope you find this information useful and we wish you much success with your Steering Committee.

In solidarity,

The International Sisters in the Brotherhood Committee

Members Appointed by Local Unions

Keystone Mountain Lakes Regional Council of Carpenters (KMLRCC)

Description:

When the KMLRCC changed its organizational structure to encompass a larger geographical area there was a need for a restructuring of the SIB Committee. Prior to this restructuring there was a SIB Committee and a committee chair. After the restructuring a SIB Steering Committee was formed. In the KMLRCC each Local appoints a Sister to the SIB Steering Committee. This Steering Committee is responsible for planning meetings and reporting back to their Locals.

Benefits:

- All Locals are represented
- Greater communication between the Locals and the SIB Committee
- Increased communication among Steering Committee, Local, and Regional Council
- Increased representation in the organization and management of the SIB Committee. Increased collaboration, teamwork, and creativity
- Greater participation by Local Sisters

Contact Information: Susan Schultz: sschultz@kmlcarpenters.org

Members	Positions	Activities/Responsibilities
<ul style="list-style-type: none"> • Regional Council Representatives • Local Union members (appointed by each Local) 	<ul style="list-style-type: none"> • Chair • Recording Secretary • Mentor Coordinator • Communications Coordinator 	<ul style="list-style-type: none"> • Quarterly meetings • Plan quarterly SIB meetings • Plan events in their Local areas • Plan trainings • Mentoring • Recruitment • Report back to Locals • Rotate meeting facilitation

PROCESS to form Steering Committee of Members Appointed by Local Unions

1. Develop plan for steering committee
2. Present information to Regional Council and get approval (Council may appoint chair)
3. Council asks Locals to appoint Sister to represent them on the steering committee
4. Budget money for travel and other SIB expenses (present to Regional Council and/or Locals)
5. Prepare agenda for first meeting – send to members for any additions
6. Fill positions on steering committee (volunteers or chair ask someone depending on their skills and time)
7. Develop goals
8. Develop yearly schedule
9. Organize Activities

Members Elected by Sisters

New York City District Council of Carpenters (NYCDCC)

Description:

The NYCDCC Steering Committee serves as the Executive Board of the Women's Committee and is responsible for organizing quarterly meetings, events, and workshops for the members. The Steering Committee is comprised of apprentice and journey level Sister members of the NYCDCC. There is no hierarchy or formal titles.

Benefits:

- Members total an odd number to prevent votes from ending in ties
- All members have an equal say in the voting process
- All members have an opportunity to contribute
- All members are held to the same level of accountability
- Subcommittees allow for the effective management of events
- Sisters not on the Steering Committee can participate in various ways
- There is a process for getting elected to the Steering Committee
- There is a procedure for removal/resignation from the Steering Committee

Contact: Tammy Rivera: trivera@nycdistrictcouncil.org

Members	Positions	Activities/Responsibilities
<ul style="list-style-type: none"> • Apprentice Sisters • Journey level Sisters 	<ul style="list-style-type: none"> • No hierarchy or formal titles <p><i>Purpose is to ensure that each member has an equal say in the voting process and a vote never ends in a tie.</i></p>	<ul style="list-style-type: none"> • Serves as the Executive Board of the Women’s Committee • Organizes: <ul style="list-style-type: none"> ○ Meetings ○ Events ○ Workshops • Attends: <ul style="list-style-type: none"> ○ Five Steering Committee planning meetings ○ Four quarterly Women’s Committee meetings • Serves on: <ul style="list-style-type: none"> ○ A minimum of two subcommittees throughout her term

PROCESS to form Steering Committee of Members Elected by Sisters

1. Steering Committee members are voted into office by Sisters who attend the September election meeting:
 - The election process begins with June candidates and occurs every two years
 - Sisters serve a two-year term
 - Any Sister in good standing can run for membership
2. If no new candidates want to run, elections are not held.
3. If elections are held, candidates and current members must present an election packet that contains:
 - A brief biography
 - Color photo
 - Several paragraphs expressing why she wants to run for membership on the Steering Committee
4. After election packets are received, they are copied and sent to all the members of the Women's Committee, along with election date information.
5. At the September meeting, Sisters in attendance vote for the nine or eleven candidates they want to serve on the Steering Committee.
 - The candidates with the greatest number of votes wins
6. If a member resigns, she must submit a letter via e-mail to all the other Steering Committee members:
 - The other Steering Committee members then each submit the name of a Sister they would like to nominate to fill the vacancy
 - These nominated Sisters are contacted and asked to submit an election packet if they wish to be considered
 - The current members then select a Sister to fill the vacancy from the election packets submitted by nominated Sisters

7. Several subcommittees are created to handle the operations of the Steering Committee, even though they may be dissolved based on needs or interests.

Subcommittees:

- By-laws - create a set of by-laws by which the Steering Committee will be governed and make any changes necessary as the organization progresses
 - Communications - handle phone banks, mass texts and mailings, maintain and updating Facebook link and web site
 - Education - create workshops and organize outings pertinent to member, union and labor issues
 - Social - organize networking events and outings
 - LGBTQ - organize fundraising and registration for the Gay Pride March in NYC
 - Volunteer/Charity - organize events for the committee to get involved in the community or help raise funds for various charities
8. Steering Committee and Women's Committee meetings are generally 1-½ hours long:
 - Minutes are taken on a rotating basis
 - The chairing and co-chairing of the general meetings are handled on a rotating basis
 - Steering Committee members must let other members know if they are going to be absent from an event or meeting
 - After three unexcused absences a Steering Committee member jeopardizes her position, and the other Steering Committee members may decide to remove her from the committee for lack of involvement
 9. Any Sister who is not on the Steering Committee is welcome to present an idea for an event or workshop:
 - She is able to be a Co-facilitator with a member of the Steering Committee at the event or workshop
 - This allows members to be involved even if they do not have a voted position
 - This helps members take on leadership roles in smaller, manageable doses

Members Appointed by EST

North Central States Regional Council of Carpenters (NCSRCC)

Description:

The NCSRCC Steering Committee structure includes members that are appointed by the EST. Members are chosen based on their interest and commitment. These members are from different crafts and there is also a focus on diversity. The committee seeks support and approval from the EST on goals and other initiatives. Information about committee members, activities, and events is shared with the Regional Council on a regular basis.

Benefits:

- Develops a very close relationship between the Regional Council and the SIB committee
- Increases Steering Committee participation and buy-in with the official appointment by the EST

Contact: Barb Pecks: bpecks@ncsrcc.org

Members	Positions	Activities/Responsibilities
<ul style="list-style-type: none"> • Regional Council Staff • Training Center Instructor • Office person • Rank and File Members • Members include different crafts – Millwright, Interior systems, General carpenter • Selection of members – focus on diversity and commitment to participate 	<ul style="list-style-type: none"> Chair – Appointed by EST • Office person from Council – Recording Secretary/ Communications • Council does finance • Mentor Coordinator 	<ul style="list-style-type: none"> • Yearly Calendar • Steering meeting - meet once a month, all sisters are welcome • Quarterly Newsletter • Mentoring • 4 Activity Areas – Yearly <ul style="list-style-type: none"> ○ Political ○ Training/Mentoring ○ Recruitment ○ Social

PROCESS to form Steering Committee of Members Appointed by EST

1. Submit request to EST to appoint steering committee
2. Develop profile of steering committee members
3. Gather names for potential steering committee members based on:
 - Past participation with Local
 - Recommendations from the training center
 - Interest in SIB
4. Present to EST for approval
5. EST send official letters appointing the steering committee members
6. Develop an agenda
7. Hold first meeting – Discuss:
 - Introductions of steering committee members
 - Expectations for steering committee members
 - Goals for steering committee
 - Plan for moving forward
8. Have plan to replace people who resign

SIB COMMITTEE UPDATE FORM

Members	Positions	Activities/Responsibilities

Process
1.
2.
3.
4.
5.
6.
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