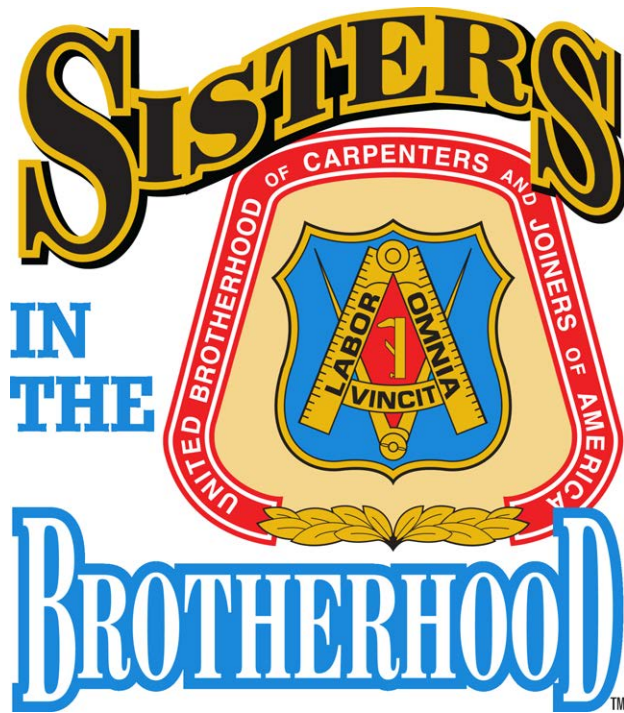


# Sisters in the Brotherhood

## SIB Committee Chair Roles & Resources Handbook

*“Information to Help SIB Chairs Succeed”*



## Introduction

While there is no “official” role of SIB Committee Chairs, the chair is expected to take the lead in providing direction and assistance to help the committee succeed.

This Roles & Resources Handbook contains information to assist you in these areas. It includes eight important roles for chairs, actions chairs can take to fulfill these roles, and documents that can serve as valuable references. The eight roles are listed below:

**Role 1:** Establish Regular and Productive Meetings

**Role 2:** Set Committee Goals

**Role 3:** Involve Everyone in Committee Activities

**Role 4:** Build Awareness about the Committee

**Role 5:** Keep sisters Informed about Committee Activities

**Role 6:** Keep Councils, Unions, and JATCs Informed about Committee Activities

**Role 7:** Keep the Committee Relevant and Valuable for Sisters

**Role 8:** Set an Example by Cooperation, Participation, and Learning

To locate the list of documents that can serve as valuable references, visit the SIB page on the Carpenters website (<https://www.carpenters.org/sisters-in-the-brotherhood/>), scroll down to the last section and click on the section titled: **SIB Chairs Information & Resources**.

We have also compiled a SIB Networking Handbook for SIB Chairs. It contains the contact information of committee members who agreed to share their expertise on ways to establish and maintain successful SIB committees. *This Handbook will be sent to you as an email attachment.*

We wish you much success as SIB Committee Chair and we hope you find this information useful. If you have any questions, please contact your District Representative.

Canadian District	Amanda Leggette	<a href="mailto:aleggette@myparc.ca">aleggette@myparc.ca</a>
Eastern District	Susan Schultz	<a href="mailto:sschultz@northeastcarpenters.org">sschultz@northeastcarpenters.org</a>
Midwestern & Southern Districts	Barbara Pecks	<a href="mailto:bpecks@ncsrcc.org">bpecks@ncsrcc.org</a>
Western District	Amber McCoy	<a href="mailto:ambermccoy@pnci.org">ambermccoy@pnci.org</a>

In solidarity,

*The International Sisters in the Brotherhood Committee*

## **Role 1: Establish Regular and Productive Meetings**

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1. Implement a practice of regular meetings
  - a. Face-to-Face meetings
  - b. Conference calls
  - c. Video calls
  - d. Online calls (e.g., GotoMeeting)
2. Develop an agenda
3. Set ground rules
4. Use a meeting sign-in sheet
5. Use a meeting checklist to verify completion of all items
6. Assign someone to take notes
7. Be friendly and welcoming
8. Manage differences diplomatically
9. Share responsibilities and involve others

### **SIB website resources:**

- Chair a Committee
- Sample Meeting Agenda
- Meeting Checklist
- Meeting Sign-In Sheet
- Tips for Taking Minutes at Meetings

## **Role 2: Set Committee Goals**

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1. Determine what the committee wants to accomplish – general and specific goals
2. Establish long-term and short-term goals
3. Develop a list of tasks required to complete each goal
4. Set a date for each goal to be completed
5. Assign tasks to committee members

### **SIB website resources:**

- To Do List
- Goal Setting

## **Role 3: Involve Everyone in Committee Activities**

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1. Identify ways to involve Sisters who do attend meetings
2. Identify ways to involve Sisters who do not attend meetings
3. Offer opportunities to volunteer for “general” ongoing committee tasks
4. Offer opportunities to volunteer for “specific” one-time committee tasks
5. Have volunteer and/or task sign-up sheets at meetings
6. Email volunteer and/or task sign-up sheets to Sisters not at meetings

### **SIB website resources:**

- Implementing Agendas
- Committee Tasks
- General Task Sign-Up Form
- Volunteer Sign-Up Form
- Using Members for Committee Operations

#### **Role 4: Build Awareness about the Committee**

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1. Create a newsletter
2. Create a calendar
3. Develop a SIB Banner
4. Create a SIB T-Shirt
5. Create a SIB Poster
6. Develop a SIB postcard
7. Participate in Community Events
8. Create a Sisters' section on the Council's website
9. Give away SIB Committee information at conferences and community events
10. Include SIB Committee contact information on all forms of communications

#### **SIB website resources**

- North Central States SIB Committee Calendar
- Industrial Council SIB Newsletter
- North Central States SIB Committee Newsletter
- New England SIB Committee January Agenda
- Southern California Meeting Agenda
- SIB Committee Poster Template
- Volunteer Organizations Websites
- Ways SIB Committees can Market at Conferences
- Using Postcards to Promote SIB Meetings & Activities

## **Role 5: Keep Sisters Informed about Committee Activities** \_\_\_\_\_

1. Send Sisters newsletters and other information received from International SIB representatives
2. Send “advance notifications” about committee meetings and events
  - a. Emails
  - b. Texts
  - c. Calls
  - d. Posts on SIB websites
  - e. Notices on SIB Posters
  - f. Snail mailing using SIB postcards or flyers
3. Include agendas in “advance notifications” when appropriate
4. Send “follow-up notifications” about meetings or events
  - a. Reminders about general date, time, and presenters at meetings or events
  - b. Reminders about the need for volunteers at the meeting or event
  - c. Reminders to Sisters who will play a special role at the meeting or event
  - d. “Thank you” communications to Sisters who made particular contributions during the meeting or event
5. Send “results notifications” about meetings or events
  - a. Notes from the meeting or event
  - b. Summaries of meeting or event outcomes
  - c. Pictures of meeting or event
  - d. Information about future meeting or event
  - e. Volunteer and/or Task sign-up forms relevant to the meeting or event

### **SIB website resources:**

- How an Email Distribution List can Benefit your SIB Committee
- Using New Technology

**Role 6:** Keep Councils, Unions, and JATCs Informed about Committee Activities \_\_\_\_\_

1. Identify how Councils, Locals, and JATC can assist the committee
2. Learn protocols of Councils, Locals, and JATC
3. Identify someone whom you can contact regularly at the Council, Local, or JATC
4. Educate the Councils, Locals, and JATC
  - a. Provide agenda
  - b. Provide calendar
  - c. Provide leadership report
  - d. Provide newsletter

**SIB website resources:**

- Getting Help from Councils and Locals
- Southern California Monthly Leadership Report



**Role 7:** Keep the Committee Relevant and Valuable for Sisters \_\_\_\_\_

1. Take a semi-annual or annual survey of Sisters to determine needs and interests
2. Use the SIB website resources to address Sisters' interests and needs
3. Bring in guest speakers to meet Sisters' needs and interests
4. Make adjustments in your agenda and topics to meet Sisters' needs and interests
5. Provide opportunities to learn leadership skills
6. Share tips for succeeding at work
7. Share tips for gaining allies

**SIB website resources**

- Guest Speaker Ideas
- Speakers Evaluation Form
- 11 Sample Agendas for Committee Meetings
- Adding Variety to Meetings
- Tips for Succeeding at Work
- Gaining Allies
- Learning Exercises
  - Communication & listening
  - Problem solving & decision-making
  - Self-confidence & motivation
- Reasons to Learn Leadership Skills
  - Ways to Teach Leadership Skills
  - Leadership Website and Handbooks
  - Ways to Learn Leadership Skills: Committee Activities
  - Ways to Learn Leadership Skills: Non-committee Activities

## **Role 8:** Set an Example by Cooperation, Participation, and Learning

1. Participate in calls, meetings, or events hosted by Steering Committees
2. Participate in calls, meetings, or events hosted by the District International SIB representative
3. Submit reports and other requested information to the District International SIB representative in a timely manner
4. Respond to Calls, Emails, and/or Texts from the District International SIB representative in a timely manner
5. Distribute information received from the District International SIB representative to Sisters in a timely manner
6. Participate in all SIB Committee calls and meetings
7. Participate in all events where the SIB Committee is involved
8. Participate in training to gain communication and leadership skills
9. Use resources on the SIB website to gain communication and leadership skills
10. Use resources on the SIB website to provide guidance and direction to committee members
11. Use resources in the SIB Networking Handbook to connect with other SIB Chairs
12. Review and implement Best Practices of other SIB Committees
13. Act the way you want/expect others to Act
  - a. Showing up on time
  - b. Volunteering when asked
  - c. Listening to others
  - d. Being respectful to others
  - e. Doing your part
  - f. Following through
  - g. Returning telephone calls
  - h. Replying to Emails
  - i. Replying to Texts
  - j. Saying "Thank You"
  - k. Offering a Smile 😊

## **SIB website resources**

- Using Website Resources
- Best Practices of SIB Committees
  - Portland: Open House Best Practices
  - Southern California: SIB Meeting Best Practices
  - Newfoundland: SIB Meeting Best Practices