



Standing Committee Duties & Responsibilities

Chair

Whether elected or appointed, the Chair must be able to coordinate the activities of the committee and win support for the committee's activities.

It is the Chair's job to see that the committee accomplishes its goals. The Chair should be able to work cooperatively with people and should be willing to listen to their ideas. Listed below are the general duties and responsibilities of a Local Union Committee Chair:

- ▶ Lead with a vision to further the agenda of the labor movement.
- ▶ Plan the order of business and set the agenda for the meeting with the Secretary before the meeting.
- ▶ Communicate with the local union leadership and committee members on the goals and plans of the committee.
- ▶ Preside at all meetings or make arrangements for the Co-chair to preside in the absence of the Chair.
- ▶ Conduct the meeting following Robert's Rules of Order and in accordance with the UAW Constitution.
- ▶ The Chair cannot make a motion but may recommend a motion (i.e., a motion is to adjourn).
- ▶ The Chair only votes in the case of a tie vote.

Co-Chair

The Co-chair of the committee has duties which include those which the Chair asks them to accept. Along with thoroughly understanding the chairperson's duties, the Co-chair will:

- ▶ Preside in the absence of the Chair, and upon request, assume the other duties of the Chair.
- ▶ Assist the Chair in implementing the programs and activities agreed upon by the Local Union Executive Board.
- ▶ At the close of the term all properties of the committee shall be turned over to the appropriate person and the Co-Chair should assist in the overlay transition of the committee.

Recording Secretary

The Recording Secretary should bring to each meeting a copy of the UAW Constitution and the Local Union By-laws. The most important duty the recording secretary has is keeping accurate records of the Committee meeting (minutes). The minutes should include:

- ▶ The kind of meeting (regular or special)
- ▶ The date, time, and location of the meeting.
- ▶ The roll call of officers and members.
- ▶ The action taken on reports from committee members.
- ▶ When a motion is made and duly supported, record the name of the person making the motion and the result of the vote of the committee members.
- ▶ The time of adjournment.

Recording Secretary also:

- ▶ Preserves all important papers and documents of the Committee.
- ▶ Provides the Committee Chair with a list of committee members, and records and correspondence pertaining to the committee.
- ▶ Assists the Chair in preparing the agenda for each meeting.
- ▶ Keeps attendance of officers and members.
- ▶ Records reports (summary).
- ▶ Keeps a record of all subcommittees of the Committee.

Financial Secretary

If a standing committee collects monies through fund raising or dues, they must turn it over to the Local Union Financial Secretary. Money cannot stay in the possession of the standing committee. Many standing committees do not collect money at all and may simply request expenses from the Local Union for approved projects. The committee Financial Secretary:

- ▶ Is familiar and knowledgeable on legal requirements of fund raising.
- ▶ Receives and records all monies raised by the Committee.
- ▶ Turns over all monies to the local union Financial Secretary and receives a receipt indicating the amount and date of the transaction.
- ▶ Maintains a record of all financial transactions of the committee and gives a report to committee members upon request.
- ▶ At the request and approval of the committee, makes a request to the Local Union Executive Board for release of committee funds.

(Where applicable)

Committee Members

The role of a Committee member is an important one. The committee members and officers are the team that develops and implements the committee plans and activities.

Effective Committee members:

- ▶ Educate themselves on the purpose of their committee.
- ▶ Attend committee meetings and participate.
- ▶ Offer facts, opinions and suggestions to the committee.
- ▶ Make recommendations on projects for the committee.
- ▶ See that goals are completed successfully.
- ▶ Gain skills to assist in their responsibilities.
- ▶ Are willing to compromise.