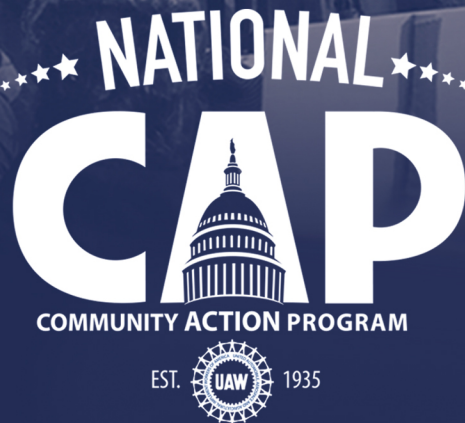


STRENGTHENING YOUR CAP COMMITTEE

UAW NATIONAL CAP

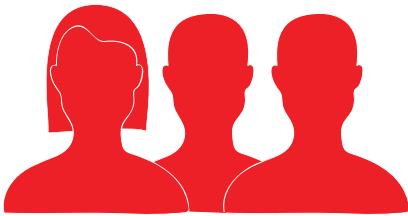


■ MAKE YOUR VOICE HEARD ■

WHAT IS A CAP COMMITTEE?

ARTICLE 44 of the UAW Constitution requires all locals have a Citizenship and Legislative Committee. These committees are elected or appointed, subject to the discretion of the local union through its bylaws. CAP Committees are the structure for membership communication at the worksites.

WHAT ACTIVITIES ARE A CAP COMMITTEE INVOLVED IN?



As CAP Committee members, you are encouraged to run voter registration programs, educate members about issues and candidates, recruit volunteers, and raise V-CAP money. The more CAP Committee members you have, the easier and more enjoyable these activities become.

Your CAP Committee will only be as strong as you make it.

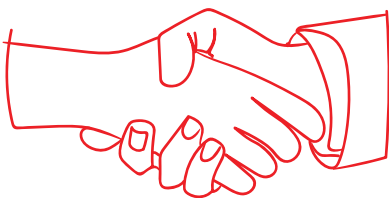
WHAT IS A CAP COMMITTEE RESPONSIBLE FOR?



Your CAP Committee should have knowledge of ongoing issues affecting the UAW and be equipped to communicate these issues to your co-workers. An effective CAP Committee must be of sufficient size to reasonably talk to the entire worksite in a short amount of time. You should have at least 1 CAP Committee member for every 25 UAW members at your worksite. Furthermore, your CAP Committee must be able to move members to action—**talking the talk and walking the walk!**

As a CAP Committee, you must be able to track the results of your efforts. Knowing where you have succeeded and where you have fallen short is a crucial step in developing successful programs. Tracking your results leads to more effective communication on your successes to your Regional CAP Representative.

CAP COMMITTEE COMMUNICATION

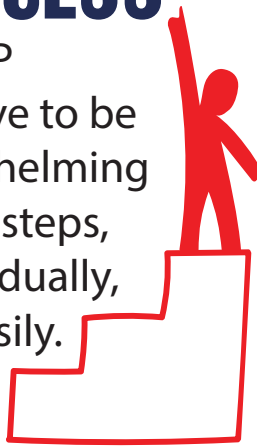


Without proper preparation, it is easy for a CAP Committee to rely solely on one-way communication. Sending out handbills, emails, and posting on bulletin boards are simple and require few resources.

However, the most effective way to communicate with co-workers is having one-on-one conversations.

STEPS TO SUCCESS

Developing a strong CAP Committee does not have to be a burdensome or overwhelming process. These are a few steps, that when tackled individually, can be accomplished easily.



KEEP AN ACCURATE LIST: One responsibility of the CAP Committee is to help maintain the membership list for your local. Having up-to-date membership data will make every other task you attempt infinitely easier. Lists should include membership by department, shift, classification, etc., and include phone numbers, addresses, and any other contact information that is available to you.

UAW membership information for elections is kept on the Labor Action Network (LAN). The LAN is a password-protected database, which matches UAW membership information with the voter file and other data. The information in the LAN is based on the membership data submitted by the local's financial secretary. Without accurate data, we operate inefficiently: mail is returned, we can't reach everyone by phone, members are missed, etc.

RECRUIT: The more members on the CAP Committee, the easier everyone's job becomes. Try to create a committee that reflects the general membership—recruit people from different shifts, backgrounds, genders, etc. to better reach every member. A large, diverse CAP Committee makes for more interesting meetings and a wider range of ideas. Finding members to volunteer is much easier than most people think. The number one reason people volunteer is because someone asked them to. There are undoubtedly numerous people in your local who believe in the labor movement and want to see real change, but who have never been asked to give their time in support of it. An effective way to start looking for volunteers is to identify those who have been involved in the past, people who have given to V-CAP, signed a pledge card, and even the person who arranges the Christmas donations or brings in cake for birthdays. The goal is to find people who take an interest in CAP and who can easily connect with others.

TRAIN: Training and education is critical. Volunteers are the backbone of any program, so we want them to be successful. That means we don't set them up to fail. We give them the tools they need to have positive conversations. Besides knowing the "talking points" on issues, members often need help in how to initiate conversations around political issues. Talk to your Regional CAP Representative for more information.

The more comfortable members feel with the tasks they are asked to complete, the more dedication they will show in completing them. Members will naturally become more confident as they have more conversations -- encourage everyone to practice with one another.

BUILD A NETWORK: A network is a laid-out communication structure that ensures everyone in the workplace is being contacted. It prevents one person from being contacted by multiple volunteers, and builds consistency so members know whom to go to with questions. Building your network includes mapping the worksite. You must identify where the members work, where the break and non-break areas are, when shifts begin and end, and when workers take their breaks. Draw this out! Based on what your membership list and worksite look like, assign volunteers to speak to a set group of members. You want them to have access to the members and can complete the assignment within a few days. A good rule of thumb is no more than 25 members per volunteer. Try to assign volunteers to speak with co-workers with whom they have some sort of connection—even if this connection is simply that they work the same shift or department.

This step can often seem daunting, especially if you have a weak list and only a few untrained members. However, after you have ensured that the list is accurate and you have a varied, sizable, educated CAP Committee, reaching out to your co-workers becomes more manageable. You can use the member-to-member program as a tool to help you communicate with your members.

TRACK YOUR RESULTS: When implementing a worksite plan, you always want to make sure to monitor your progress. After each CAP Committee member receives their assigned list, they should note who they spoke to and what the conversation resulted in. This will ensure that every member was reached, as well as give you an idea of where your co-workers stand in their support of CAP and our political goals.

ASSESS THE PROGRAM: Being a part of CAP can and should be fun, but responsibilities and accountability should also be stressed. This means having reasonable deadlines for completing tasks and meeting regularly with volunteers. It also means being flexible and making changes as necessary. Perhaps a volunteer would be better suited for a different task, or goals set in the planning stages prove to be unrealistic. It's most respectful of everyone's time and talent to be realistic and adapt as necessary. By continually assessing the program and meeting with volunteers, you are also afforded the opportunity to record the results of the program in an ongoing manner. After collecting information from CAP Committee volunteers, you know exactly who they've talked to and the basis of their conversation. There is no reason not to record this information on the spot. Waiting until after the program is complete, invariably means volunteers won't remember.

ALWAYS SAY "THANK YOU": Always thank your volunteers. Without them, we would not be able to complete any of these tasks. Recognizing them ensures they will be there for the next project. A pizza party or BBQ gives recognition and shows others that being a CAP Committee volunteer can be fun!



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