



# EDUCATION DEPARTMENT

## **RUNNING AN EFFECTIVE COMMUNITY SERVICES COMMITTEE**

---

# Table of Contents

Introduction	3
UAW Core Values	4
Why Are Standing Committees Important?	5
UAW Union Structure	6
UAW Constitution Article 44: Local Union Committees	7
Why Community Services?	8
Origins of the Community Services Committee	9
Modern Role of the Community Services Committee	10
Committee Structure	11
Committee Members	11
How Can We Help?	13
Our Relationship with the United Way	15
Layoffs, Closings & Strikes	16
Working with Other Standing Committees	17
Effective Committee Meetings	18
Before the Meeting	18
The Agenda	19
One Hour Meeting Agenda	20
Chairing a Meeting Using Robert's Rules of Order	21
Tips for Chairing a Meeting	22
Reaching Decisions at a Meeting	23
After the Meeting	24
Meeting Planning Worksheet	25
Reporting Committee Activities	28
Written Reports	29
Strategic Planning to Grow Your Standing Committee	30
Best Practices	42
Fraser Award for Exemplary Community Service	43
Fraser Award Application	44
Conclusion	45



# Introduction

It is said that a community's quality can be measured by how well it cares for those in need. UAW members are, first and foremost, members of our communities. The UAW, along with other labor unions, has a long tradition of demanding social and economic security for all. We have long advocated that unionism goes beyond improving life at the workplace and plays a crucial role in uplifting the community within the guarantees of democratic values.

Each of our local unions must have an effective and fully functioning community services committee. UAW community services committees have a long, proud history of community outreach and service. Committee engagement offers unlimited opportunities for us to learn and teach others about the labor movement. We need to continue to develop new and innovative strategies which provide us with those opportunities. We also need to mentor future generations of labor leaders to participate in community services and help sustain their communities.

The UAW community services program's goal is to ensure that the human services system meets the needs of UAW families during hardships and that all working families get their daily social and economic needs met. Local union community services committees respond to membership and community issues and needs by providing leadership for community action in the following ways:

- Assisting members in need during worksite closings, layoffs, strikes, lockouts, and other hardships
- Building labor-community coalitions
- Providing peer support and referral services that assist workers and their families with dignity and respect on the job and at home
- Mobilizing community partners to improve human service delivery
- Advocating for policies that promote positive outcomes for working families
- Partnering with community leaders to support the allocation of funds to address human needs



# UAW Core Values

The work of our committees supports our UAW core values. These values explain where we came from and where we are going; they tell the world who we are. Our values have been constant for over 80 years, but we have learned to adapt to the conditions and circumstances we face.

## **UAW CORE VALUE #1: BUILD AND MAINTAIN HIGH STANDARDS IN CONTRACTS**

The benefits we have bargained for in our contracts for over 80 years have given UAW members and our families better lives. It is not just about pay raises; it is about quality of life and ensuring that future members have a seat at the table. Contract gains are often dependent on how active the membership is. Standing committees work with local union leadership to take on the essential role of activating and educating members during contract negotiations and beyond.

## **UAW CORE VALUE #2: ALL ARE EQUAL**

One of our union's fundamental principles is that all people are equal, regardless of age, gender, race, ethnicity, religious beliefs, sexual orientation, skill, or education level. It was a struggle over whether unskilled labor had a right to be organized that led to our union's formation. Our committees play a vital role in bridging gaps and breaking barriers to actualize our founding ideals in our diverse society.

## **UAW CORE VALUE #3: WE FIGHT FOR EVERYONE, NOT JUST OURSELVES**

We are all connected. All working people deserve respect and dignity on the job fair and wages to raise families. But this goes beyond the workplace. It is about our communities and our world. We were there in 1963 with Rev. Dr. Martin Luther King Jr. and the March on Washington. We supported Cesar Chavez and Dolores Huerta, and the United Farm Workers. We advocated for the release of Nelson Mandela from imprisonment in South Africa. Knowledge is power; through education, we activate our members to act on behalf of common causes.

## **UAW CORE VALUE #4: THE BREAD BOX IS CONNECTED TO THE BALLOT BOX**

Too often, the gains we make at the bargaining table are put in peril by Congress or state legislators. That is why our union has a robust political action program to protect members' interests such as labor rights, workplace safety, and Social Security. Committees build unionists to take on the challenges our movement faces in politics and beyond.



# Why Are Standing Committees Important?

Article 44 of the UAW Constitution states that local unions must have eleven specific standing committees. This is not a recommendation but a mandate.

Our union has a strong view of standing committees because we have always looked at membership as a whole. We represent people who have lives and interests that continue long after leaving work. Our members live in communities and need a clean environment, functioning social services, and other resources. We are affected by the decisions of politicians, and we believe in fairness for all. These values are reflected in these standing committees.

In addition to fulfilling the goals of our union, another benefit of standing committees is that they are also handy tools for building solidarity. Many rank-and-file members become activists in their local unions through standing committees. Also, joining a committee is an excellent way for members to learn how our union functions.

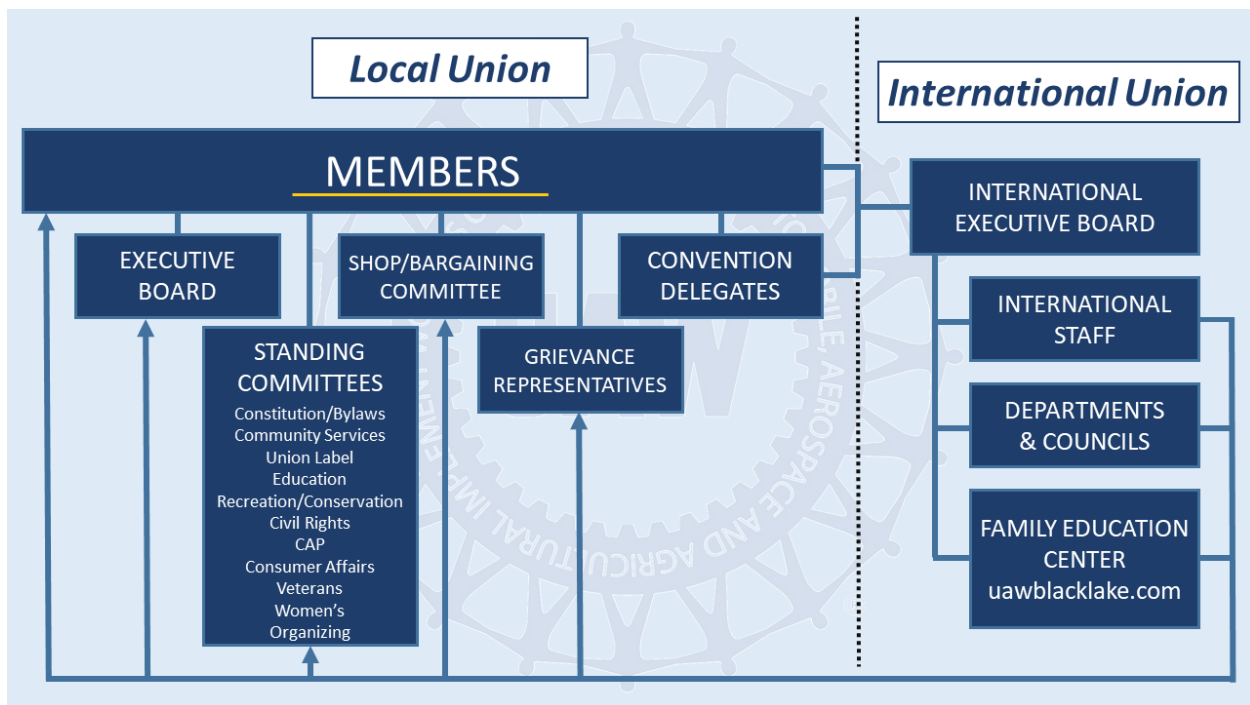
Often, you will hear your union sisters and brothers say that standing committees are the building blocks of strong unions; this is so true! However, vibrant local unions and progressive social movements don't just happen. They are planned and worked on by people like you – members who care about the future and status of our union, members who care about what kind of future we want for all working families. Making a difference in all aspects of our movement can be done through strong and active standing committees. An effective standing committee uses the diversity of its local membership to bring together ideas, opinions, and information needed to support common labor objectives that include:

- Building solidarity amongst the membership
- Encouraging members to take part in the activities of the local union
- Providing communication links within the workplace
- Becoming politically active
- Working with other standing committees to keep the membership informed of current issues
- Educating members to become active in the local union by setting up classes and exchanging information on issues that concern working families
- Working with our community partners in building a progressive social movement



# UAW Union Structure

As you can see on the chart (below), there are two major parts of our union. The left side of the chart displays the structure of local unions; the right side describes the role of the International. At the top of the chart is the highest governing body of our union, members like you! Members are the highest authority in our organization. Below the members are local elected positions. These are the local executive board, grievance handlers, shop committee, and convention delegates.



Local standing committees are an integral part of the local union structure. Members are elected or appointed to these committees, depending on your local union bylaws. These committees focus on different areas and provide several ways for you to become involved in our union.



# UAW Constitution Article 44:

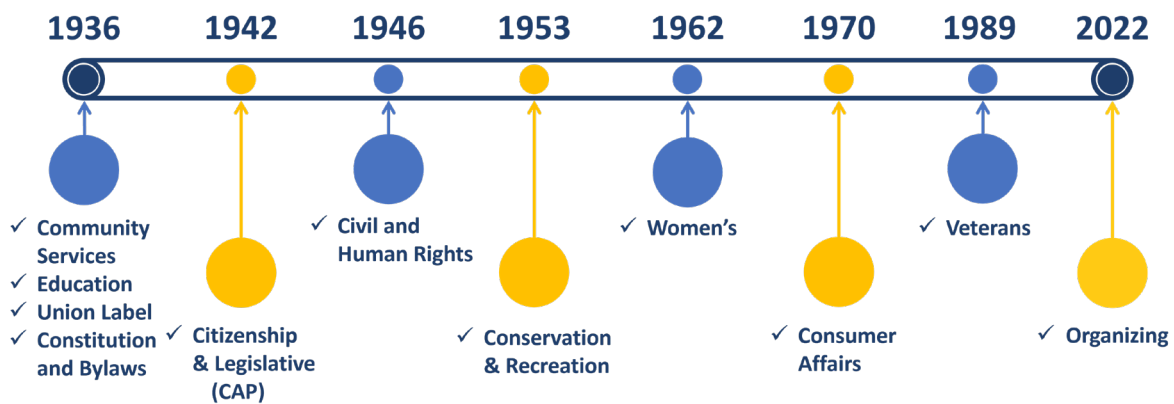
## Local Union Committees

Article 44 of the UAW Constitution requires local unions to establish eleven committees. These committees have defined functions to perform for the local union membership.

- Citizenship and Legislative (CAP)
- Civil and Human Rights
- Community Services
- Conservation and Recreation
- Consumer Affairs
- Constitution and Bylaws
- Education
- Organizing
- Union Label
- Veterans
- Women's Committee

In addition to the standing committees listed, the UAW Constitution provides the freedom and flexibility for locals to add necessary committees. Such committees may focus on Youth, Work and Family, Special Events, and the like.

## Mandated Standing Committees



# Why Community Services?

Community services is a standing committee that has broad appeal to the membership. It is an excellent way to engage with rank-and-file union members and move them to activism.

Our first constitution mandated several standing committees for local unions, including a “Relief Committee.” This local union committee was set up to assist members in need due to strikes, layoffs, or other financial distress. In 1951, delegates to the Constitutional Convention renamed it, and it became the community services committee. The national department was initially called the Welfare Department.

Our roots as an organization are in the sit-down strikes that began with General Motors but quickly spread to different companies throughout the country. Early on, we recognized that much of our organizing would be done in this manner: By striking for recognition. But, to be successful in these strikes, we needed community allies. It is nearly impossible to win a strike unless we have a way to feed and care for members and their families.

This is still true in modern times. Look back to the GM strike of 2019. More than 48,000 UAW members went on strike for a fair contract. Thanks to the support and generosity of their communities, they were able to stay on the picket lines for forty days. Building a positive relationship with our communities is part of who we are and is key to our success.

However, having a community services committee in name only is not enough. It must be an active and effective committee. An effective community services committee does several things. First, through its activities, it supports the goals and the core values of our union. But almost as important is the ability to create new means of engagement for our rank-and-file members. The community services committee has broad appeal to civic-minded members who want to do good works where they live and work. Through that engagement, members can grow into activists.





# Origins of the Community Services Committee

In the mid-1930's, automotive workers all over the country participated in sit-down strikes. These events, each gaining in momentum, successfully forced employers to recognize the UAW as their sole bargaining agent.

Soon after the UAW's victories over General Motors and Chrysler (Stellantis), the union nearly disintegrated. General Motors launched a strong counterattack that convinced many observers that the union would not be around for long. Still looming on the horizon was an immense and possibly dangerous organizing drive at the Ford Motor Company. Battles over the direction and leadership within the UAW and struggles with the corporations played out against worsening political and economic conditions.

By the end of 1937, the country was in a deep recession, and 60 percent of autoworkers were unemployed, and the rest were working part-time. In response to the sudden increase in unemployment, the UAW created a Welfare Department to assist unemployed autoworkers in qualifying for benefits and with other social needs that they may have. Although the Welfare Department ceased operations in 1943, its function remained an essential component of UAW activity. During WWII, the UAW's war relief work gave rise to a new union commitment to social services. It also reached out to better the lives of people in the community. The UAW created a Community Services Division to build relations and create social agencies within the communities where members lived and worked. Through the Community Services Division, our union re-committed itself to the concept of the union as a community member.

In the 1940s, one of the most important programs developed by the Community Services Division was Union Peer Counseling and Referral. The U.S. War Production Board was an office organized by President Roosevelt during WWII. Its purpose was to regulate important things for the war, such as fuel consumption and allocation of similar things. They also supervised other manufacturers, like the Big 3 automakers, who made products necessary for the war, such as weapons or vehicles. In 1943, the War Production Board asked the UAW to help with the growing problem of absenteeism in Detroit war plants. The UAW's investigation of the absenteeism issue revealed that it was primarily due to workers struggling with housing, medical, legal, or childcare problems. With the assistance of the Detroit Council of Social Agencies, the UAW began to train counselors in 1944 who could assist workers in these circumstances. Union counseling became the cornerstone of the Congress of Industrial Organizations (CIO) post-war community services program. It later developed into the UAW Employee Assistance Program (EAP), which still exists today.

In April 1951, at the 13th UAW Constitutional Convention in Cleveland, OH, the delegates voted to have a community services committee to replace the local union relief committees. As a result, the UAW Community Services Department was established in August 1951, with International Secretary-Treasurer Emil Mazey serving as Director. That same year, the International Executive Board issued UAW Administrative Letter No. 31, Volume 3, requiring every UAW local union to establish a community services committee.



# Modern Role of the Community Services Committee

*“There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” – Walter Reuther*

There’s something special about union people. If someone is in need, we respond. We don’t judge or make excuses for why we can’t do something. We act.

What is it about union members that make this trait so ingrained, so instinctive? For starters, it is why we organized in the first place. An early slogan in the labor movement was, “An injury to one is an injury to all.” This statement was made to emphasize the point that we are stronger together. How then can we turn our backs when someone in our community is in need?

The idea of community service has been enshrined in our constitution since it was written. Still, service happens not because our constitution mandates it but because it is part of who we are. There are examples of this everywhere; countless locals raising funds to send water and supplies to Flint, Michigan, food donations for striking GM workers, members traveling to Puerto Rico to assist in hurricane relief efforts, bookbag drives for elementary and middle school students in need each fall, members making masks and donating blood during the COVID-19 pandemic. When UAW members see a need, we organize quickly to address it.

We have known since the origin of our great union that the UAW cannot advance the personal and social well-being of members without working to maintain a sustainable community that provides decent housing, good schools, adequate health care, sufficient recreational opportunities, and good social service programs. Local union community services committees can help engage union and non-union workers to organize around social justice issues that are the root causes of need. In addition, the committee can help members make our communities a better place to live by working with members and the community to improve the economic conditions in the communities where we live and work, build bridges to community allies, and empower members and the community to become agents of change.

Working to support our communities and the people in them likely sounds like the obvious function of a community services committee. However, the community services committee has two distinct functions merged into one standing committee. Though seemingly unrelated, they are, in fact, very closely connected and fit very well together. In general, community services committees exist to:

- 1) Assist members with health and welfare problems that arise in the case of a layoff, worksite closing, or strike
- 2) Act as the body of the local union that reaches out to support communities and build good working relationships with the people, businesses, and organizations in them



# Committee Structure

Standing committees help members better understand our roles in our union and move from being passive observers to active participants. Standing committees – like our whole union – are stronger when people participate. Local union bylaws determine whether standing committee members are elected by local union members or appointed by the local union president. In either case, standing committees are most successful when members represent the local union’s diversity regarding race, sex, classification, work location, and other attributes relevant to the local union. Different voices coming together strengthen union solidarity and contribute to forming solutions that work for all members. Under Article 44 of the UAW Constitution, the local union president is an ex-officio member of all local union committees. General rules follow for each standing committee role. Check your local union bylaws for specific requirements.

## Committee Members

Members form the team that offers ideas and executes the committee’s vision. No committee can fulfill its function without active committee members. They should attend and participate in committee meetings, be accountable to the committee, and seek opportunities to build skills that lift the union’s work. They should also communicate with members from across the local, identifying critical issues and helping craft the committee’s scope with their leadership.

### Chair

The chair coordinates the committee’s activities and seeks local union leadership and membership support for programs. The chair must also oversee program implementation and help the committee accomplish its goals. The chair should be willing to work cooperatively with different people and consider new ideas.

The chair should also be prepared to:

- Plan meeting agendas with the recording secretary before meetings
- Lead discussion on the committee’s goals and plans with committee members
- Submit all committee plans for final approval to the local union executive board
- Preside at all meetings or make arrangements for the co-chair to preside in the chair’s absence
- Conduct the meeting consistent with the UAW Constitution and Robert’s Rules of Order
- Assist in the orderly transition of the committee in cooperation with the local union executive board at the end of the chair’s term or mandate



# Committee Members

## Co-Chair

The committee co-chair helps the chair by understanding the chair's duties, being an engaged partner, and presiding over committee meetings in the chair's absence.

## Recording Secretary

The recording secretary supports the chair in committee meetings by having a copy of the UAW Constitution and local union bylaws at each meeting. The recording secretary is chiefly responsible for keeping accurate standing committee meeting minutes and these duties:

- Keeps the committee's important papers and documents
- Helps the chair prepare meeting agendas
- Keeps a record of committee attendance

## Treasurer/Financial Secretary

Standing committees must transfer any money collected from members or committee activities to the local union's financial secretary. Many standing committees do not collect money at all and only request local union funds for approved projects. The treasurer of financial secretary must also:

- Keep a record of the committee's financial transactions
- Receive and record all money collected and transfer it to the local union financial secretary to receive a receipt verifying the transferred amount and transaction date
- Keep up-to-date on fundraising guidelines

## Sub-Committees/Task Forces

Committees often form subcommittees or task forces to examine particular subjects or plan and conduct specific activities. Subcommittee and task forces must understand their role, the reporting protocol, and their scope of responsibility.



# How Can We Help?

At this point, you may find yourself wondering what it is, specifically, that your community services committees can do. Earlier, we mentioned the committee's two primary functions: Supporting the community and providing resources to members in need. So let's look at those in more detail.

## General Resources for Membership

First, the primary function of a local union community services committee is to reach out to the membership and assist those that need it. So, how do we help members in need of general resources? The committee should know what problems our members face and help them to obtain public and private agency services in their community.

Social services are an essential facet of every community. Still, they cannot serve people in need if those people are unaware of them. A part of the local union community services committee's work is to help direct people to the appropriate programs. In addition, the community services committee can help members by providing information and referral services, including:

- Peer mentoring and network groups
- Unemployment compensation
- Consumer credit counseling
- Mental and physical health agencies
- Food stamps and emergency food assistance
- Family counseling
- Legal services
- Homeless and emergency shelters
- Utility assistance
- Employee Assistance Program
- Disaster services
- Relocation assistance
- Childcare
- Eldercare
- General assistance and emergency aid
- Youth programs
- School-to-work programs
- Government volunteer programs
- Civic engagement and voter registration

In addition to assisting other members by educating them about the resources available, when community services committee members are active in the community and give their time and hard work to a good cause, it can change any negative perception of union members. Building relationships within the community lets people know what we stand for as a union and can be beneficial when we need them to support us in return.



# How Can We Help?

## Strikes and Lockouts

How do we help members in the case of a strike or lockout? Generally, strike insurance benefits are handled by this committee when local unions demonstrate their economic strength. In addition, community services committees can direct members to the appropriate resources for health and welfare problems, connecting them with the right resource within the UAW or connecting them with a community agency that can assist. This committee serves as the local's link with the community as we all work together to help members in need.

## Worksite Closings

In the unfortunate circumstance of a worksite closing, the community services committee should provide general information about the closing and any information on available services or employment opportunities.

## Disaster Relief

The community services committee can be an invaluable resource when an emergency, natural disaster, or even just when hard times arise.

Some examples of community services committees answering the call when it comes to disaster relief include:

- Hurricane/tornado/earthquake relief
- Food drives
- Organ donor awareness
- Blood drives

The community services committee works through public and private organizations to ensure that members facing problems and emergencies get relief.

If your community services committee is interested in learning more about disaster relief, the UAW Education Department has a workshop called “Disaster Preparedness.” This workshop teaches basic survival methods. It also provides tips for your local union on how to set up a communication network and save records, as well as bargain an emergency plan at your worksite. Contact your local union president for more information on this workshop.





# Our Relationship with the United Way

Another part of the community support function of this committee is our partnership with the United Way.

Our union has had a long tradition of protecting member interests beyond the workplace. In the 1930s, we saw some organizations, such as the Red Cross, who refused to assist strikers' families for fear of antagonizing employers. Yet, these groups would look to our members as sources for their fundraising. As a result, the labor movement prioritized creating relief committees because we could not rely on existing organizations to support our members. We also reached out and partnered with some organizations where we could. From this emerged our long-standing partnership with the United Way, which has formally existed since 1946.

Many United Way chapters have a "labor liaison" who directly connects to the charity. This labor-appointed staff provides continuous information and referral services to union members and their families, laid-off workers, and members on strike. In addition, they implement programs such as food drives, ramp builds, holiday projects, and more. Also, they conduct training programs such as U-Can, and coordinate labor participation in United Way campaigns.



# Layoffs, Closings & Strikes

Earlier, we mentioned that community services committees play a vital role in layoffs, worksite closings, and strikes. The UAW Education Department even has a workshop by that same name, “Layoffs, Closings, and Strikes,” that details the responsibilities of community services committees during these situations. We want to give you a brief overview of the role the community services committee plays during difficult times and why it is important. Suppose your committee wants to prepare for the possibility of a layoff, worksite closing, or strike. In that case, you can request the workshop by speaking with your local union president.

**Financial support:** Financial assistance for members can come from many sources, and it is the responsibility of the community services committee to direct members to those sources.

**Managing finances:** Loss of income can create multiple issues and be very stressful for members and their families. Nevertheless, the community services committee can help members prepare ahead of time in the unfortunate case of a layoff, closing, or strike. The UAW Education Department has developed a workshop called “Money Matters” that can help members to plan for their financial futures, making us stronger as a union in the case of a strike. Like the others we have mentioned, you can request this workshop by speaking with your local union president.

**Welfare of membership:** Another critical responsibility of the community services committee is the welfare of the membership during layoffs, closings, and strikes. Knowing what resources are available, who is eligible for those resources, and matching members to what they need is an integral part of the role of community services committees during the most challenging times a member may face.

**Relationships with community partners:** Developing relationships with community partners can make all the difference when your local is going through hard times. Knowing what resources are available to your membership, cultivating a positive image of UAW members, and having the community’s support during a layoff, closing, or strike can ensure that members are supported when we need it.

Here are some examples of community partners. These are allied groups that focus on the well-being of communities. Your community may have one or several others:

- AFL-CIO constituency groups (such as APRI, CLUW, Pride at Work, etc.)
- Faith-based agencies such as Catholic Social Services or Jewish Social Services
- United Way
- Public social services agencies such as your state’s Department of Family Services
- Private social services agencies
- Veterans’ groups
- Food pantries





# Working with Other Standing Committees

Each standing committee does not have to stand alone. There are many opportunities to collaborate with other standing committees, and working together can be mutually beneficial. It can also prevent redundancies, like two committees working on similar projects at the same time. Though each committee has issues/topics that they cover separately, the goal is universal: To make our union stronger and to fight for justice for all.

Here are some examples of projects that a community services committee could work on with another standing committee:

## **CAP**



There are countless bills introduced at the local, state, and federal levels related to our communities and the people in them. Community service members can attend City Council meetings to ensure that the people's voice is heard regarding political issues. This is one example of an opportunity to work jointly with CAP to pursue a common goal.

## **Education Committee**



It is a natural fit to work together to educate members about community service opportunities. You can also work with this committee to teach the previously mentioned workshops, like "Money Matters" and "Disaster Preparedness."

## **Consumer Affairs Committee**



Partnering with this committee makes sense. Members of your local union and community members need to know if there are products or services they should avoid. You can also work together to educate and protect your members who are going through financial hardships from becoming the targets of scams and hoaxes.

# Effective Committee Meetings

Standing committees meet regularly, consistent with local union bylaws or as determined by the committee with proper approval. Meetings should involve everyone in the decision-making process and get real work done. When meetings are organized, they result in satisfied committee members and positive programs. Because committee meetings usually are less formal than regular local union membership meetings, it may be tempting not to plan. Don't make this mistake! Although committee meetings can be relatively informal and encourage open dialogue, they must be structured to be effective.

## Before the Meeting

When planning a meeting, one of the tasks you must complete is determining the purpose or objective of the meeting. What is it that you want/need to do in this meeting? Do you want to inform or notify committee members on some specific topic? Do you want to plan a project or prepare a report for the membership? Do you want updates or need to review information?

Defining the objective or purpose of this meeting is a top priority. It will assist you in the remainder of all other tasks you need to complete. The meeting agenda should reflect the items that will help you achieve that purpose.

Identifying the logistics of the meeting will assist you in organizing your committee members.

- Who will be attending this meeting
- What is this meeting about
- When (what day and time) will this meeting occur
- Where will this meeting occur
- Why is this meeting necessary
- Get approvals

Reserve the meeting room. Arrange for audiovisual equipment, flip charts, and supplies. Additionally, obtain any approvals from leadership that are required. Send a meeting notice to members in accordance with your local union bylaws.



# Effective Committee Meetings

## The Agenda

Every meeting should have an agenda. When appropriate, provide opportunities to committee members to contribute to it. They can be handwritten and photocopied, or you can write them on a whiteboard or flipchart. An agenda contains the steps or items necessary to achieve the purpose of the meeting. When preparing, you must develop a list of topics or assignments that need to be addressed during this meeting. You should also specify a time limit for each item. Remember that the purpose of holding a meeting is to accomplish the goal or objective of the agenda. Items to include:

- Meeting date
- Meeting time
- Meeting location
- Objective or purpose of the meeting
- List of items to be discussed and time frame for each item

When possible, distribute the agenda before the meeting to provide committee members with a clear set of expectations so they arrive at the meeting ready to work.

Many meetings can and should be completed in one hour. See page 13 for a typical format for a one-hour meeting.

## During the Meeting

### Robert's Rules of Order

There must be guidelines for how you conduct your meetings. Guidelines help to move through the agenda efficiently and democratically. Have you ever been in a meeting without rules on how decisions are made? It was likely chaotic. Although standing committee meetings are often more casual than local union meetings, they still need a process. The process used during membership meetings is called Robert's Rules of Order. It is the most widely used method of governing meetings across the world. Many organizations use Robert's Rules: from local union meetings to corporate board meetings and church groups to neighborhood civic associations. These rules are used in virtually every type of meeting.

We may not all use Robert's Rules for our committee meetings, especially on small committees. However, we must be all familiar with the rules – especially if our goal is to grow our committees! Once you have a lot of voices at the table, the need for order increases. Find detailed training on incorporating Robert's Rules of Order in the “Keys to an Effective Standing Committee” and “Union Meetings and Me” workshops available from the UAW Education Department.



# One-Hour Meeting Agenda

- 1) Roll Call
- 2) Reading of Minutes - 5 minutes
- 3) Reports of Officers - 10 minutes
  - a) Chair/Co-Chair
  - b) Secretary
  - c) Treasurer
  - d) Other
- 4) Meeting Content - 35 minutes
  - a) Unfinished (Old) Business
  - b) New Business
  - c) Action Items
  - d) Good and Welfare
- 5) Assignment/Agenda Setting for next meeting - 10 minutes
  - a) Assignments given for next meeting: responsibilities assigned
  - b) Agenda items created for next meeting
  - c) Meeting evaluation
  - d) Adjournment



# Effective Committee Meetings

## Chairing a Meeting Using Robert's Rules of Order

The following is an example of how the chair moves through the meeting agenda using Robert's Rules of Order. On the left side is the name of the event transpiring at the moment. On the right side is what the meeting chair might say.

Call to order	<b>Chair:</b> "This meeting will come to order."
Roll Call	<b>Chair:</b> "The recording secretary will call the roll." Each member responds when their name is called."
Reading of Minutes	<b>Chair:</b> "Are there any corrections to the minutes?" (Corrections are suggested without motion or vote.) Chairperson: "If there are no (further) corrections, the minutes stand approved as read."
Report of Officers, Sub Committee, and Task Force	<b>Chair:</b> "May we have the report of the _____."
Unfinished Business	<b>Chair:</b> "Is there any unfinished business?"
New Business	<b>Chair:</b> "The program today will be on _____ and will be led by_____."
Good and Welfare	<b>Chair:</b> "Is there any Good and Welfare?"
Adjournment	<b>Chair:</b> "If there is no further business, the meeting will stand adjourned."



# Effective Committee Meetings

## Tips For Chairing a Meeting

- Start on time
- Get everyone clear on the meeting's intent and state the purpose and objective of the meeting
- Establish ground rules
- Maintain time limits for the meeting as a whole and for specific agenda items (if necessary)
- Encourage committee members to speak out, resolve problems, and volunteer for assignments
- Let committee members know that all opinions count and each should be heard. Ask for people to speak (by name) who haven't yet spoken
- Summarize frequently during the meeting, when participants understand what is happening and see clear progress; they are more apt to participate in the planning
- Bring the group back on track when necessary

## Tips For Contributing To a Meeting

All members should:

- Be on time and prepared
- Give their opinion
- Stay focused on the issue at hand; try not to get sidetracked
- Listen to others, keep an open mind
- Participate as a team player, keep in mind the saying "you can be part of the problem or part of the solution"
- Volunteer for tasks/assignments
- Be flexible/listen. All plans are subject to change
- Focus on the goal



# Effective Committee Meetings

## How To Reach Decisions at a Meeting

Sometimes it's hard to reach a consensus. Differences of opinion are natural and expected. Welcome them and try to involve everyone in the decision-making process. Disagreements can improve the quality of the group decision. There is a greater chance that the group will create solutions with a broader range of opinions and information. There are several ways to make decisions, with and without following Robert's Rules of Order.

**Majority Vote** is the basic form of decision-making in Robert's Rules of Order. It is often necessary when committees cannot reach an agreement. The Chairperson, according to parliamentary procedure, calls for a vote, and the issue is resolved. For example, "a motion has been made to \_\_\_\_\_. All in favor say aye, (pause) all opposed say nay."

**A Straw Vote** is a non-committal vote to get a feel for where the group stands on an issue. When used at the beginning of any decision-making phase in a meeting, it's sometimes useful before a lengthy discussion. There are times when the discussion seems to be going in circles, and you may be closer to a decision than you realize.

**Consensus Decision Making** is when all members of the standing committee agree on a solution/decision. Consensus is often the preferred decision-making process because all committee members have contributed their opinions and participated in the decision. They have bought into the process and are willing to support it. Let's say your committee has generated a variety of recommendations for a decision. Suppose you think that one alternative is favored. In that case, you can shoot directly for consensus by asking, "Would someone like to propose a solution?" Someone volunteers solution A. Then ask, "Is there anyone who could not live with this?" Notice that you don't ask, "does everyone think that A is best?". If no one raises any objections to solution A, you are home free – you have consensus. If anyone has strong reservations, ask questions like, "Can you think of any changes to A that would satisfy your concern?" Or, "Can anyone see a way to deal with this concern?" After each proposal or addition, return to the question, "Can everyone live with that?" You reach a consensus upon agreement. If concerns continue, ask for another proposal and start the process until a solution is chosen.

**Chair Privilege** is used on some occasions when the chair may need to hear the committee members' suggestions but may need to be the only decision-maker. Sometimes committee members can't reach a consensus and have to turn to another alternative.



# Effective Committee Meetings

When members are struggling to reach a decision, it usually means more information or discussion is needed. If more information is required, table until the next meeting and assign someone to gather the information or bring in a subject matter expert. If more discussion is needed, one technique is to list all the pros and cons.

Whatever decision-making process you choose, it is essential to remember that the real benefits are completing the project and supporting our membership. Once you've reached a decision, it is time to move on.

At the end of the meeting, briefly summarize the discussion and review assignments or action items. Be sure that each committee member knows what they must do. Set the date and place for the next meeting. Always close meetings on a positive note. Thank the committee members for their participation and contributions.

## After the Meeting

### Evaluate

Each meeting is potentially a learning experience. Evaluate what went well and what you would change next time. After the meeting, ask yourself the following questions:

- Was the objective/goal of the meeting accomplished?
- Was the meeting completed promptly
- Did the committee agree to move on projects/tasks
- Are there items to be followed up on that need my commitment
- Are there any items or materials I need to prepare for the next meeting

## Communication System

It is important to agree on a communication system to maintain a close, cohesive and active committee. Having a dependable system in place helps everyone conduct the committee's business reliably and on time. Technology allows for committees to share cellphone numbers to text or email one another privately any day or time of the week. Avoid using the employer's communication system so that union communication remains private and protected.





# Meeting Planning **Worksheet**

## BEFORE THE MEETING

### A. Specific Information

Meeting Date:	Start Time:	End Time:
Purpose:		
Desired Outcome:		

### B. Logistics

Meeting logistics (Who's Responsible?)	Meeting needs (Who's Responsible?)
<input type="checkbox"/> Room: _____	<input type="checkbox"/> Flipchart: _____
<input type="checkbox"/> Set up: _____	<input type="checkbox"/> Markers: _____
<input type="checkbox"/> Refreshments: _____	<input type="checkbox"/> Laptop/Projector: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Internet Connection: _____
	<input type="checkbox"/> Paper, Pens: _____
	<input type="checkbox"/> Handouts: _____
	<input type="checkbox"/> Other: _____

### C. Invitees


### D. Agenda Items




# Meeting Planning **Worksheet**

## AT THE MEETING

### E. Attendance


### F. Meeting Notes


### G. Commitments-Delegated Tasks (Who's Responsible?)




# Meeting Planning **Worksheet**

## AFTER THE MEETING

H. Evaluate

Did the meeting?

- ☐ Start and stop on-time
- ☐ Follow the agenda
- ☐ Fulfill the purpose

What you would change for next time:

---

---

---

---

---

---

I. Follow-up - Who needs to be contacted?

Name	Reason	Date
------	--------	------


J. What needs to be completed for the next meeting?

---

---

---

---

---

---



# Effective Committee Meetings

## Reporting Committee Activities

Reports are a way to communicate committee progress and activities to the local union leadership and members. They can be formal or informal, oral or written. Written reports are often submitted for membership approval or acceptance, and verbal reports are often used to update people on the committee's activities.

Topics to include in a report:

- Purpose of the report
- Dates and times of meetings
- Status of current projects
- Plans for future projects
- Requests for help and/or resources
- The success of the committee
- Specific actions recommended

At union meetings, your committee should give oral reports on your activities. The following is a sample script of an oral standing committee report:

I'm Toby Mitchell from the education standing committee. The education committee is actively pursuing the following activities:

- We have scheduled new member orientation classes for the first of the year
- We are continuing to implement the Member-to-Member program
- We still need ten more communicators, so if anyone knows of someone who might be interested, please let me know, and I'll talk to them
- We are currently conducting monthly workshops on labor History. If anyone is interested in learning to teach this program, we have several train-the-trainer sessions scheduled later this year. Please see a standing committee member for more information. We have received very positive feedback from our first labor History class. The comments went from "I didn't know that labor was so involved in politics" to "everyone in our local should be required to take it." We are proud of this program and hope that all members get a chance to participate in it.



# Effective Committee Meetings

A written report often includes all of the information listed in the oral report but takes on a different format because it generally has a purpose and becomes a record of events. A written report might also contain information requesting resources from the local. Before you develop your reports, identify what your leadership would like included and design a format that you can use to deliver your reports.

## SAMPLE WRITTEN REPORT AND ORAL REPORT SCRIPT

Committee  
Chair

- |  |  |
|--|--|
| <input type="checkbox"/> Regular Meetings          | <input type="checkbox"/> Approval                    |
| <input type="checkbox"/> Union Meetings Report Out | <input type="checkbox"/> Need Additional Information |
| <input type="checkbox"/> Request                   | <input type="checkbox"/> For Your Information        |
|  | <input type="checkbox"/> Other _____                 |

Date/Time of Meeting:

Status of Current Projects/Activities:

Plans for Future Projects:

Requests for Help/Approval:

Success of Committee:



# Strategic Planning to Grow Your Standing Committee: 10 Steps

A successful dynamic standing committee is proactive and plans for the future and reacts to today's events. This means that standing committee projects and programs are thought out in advance and coordinated with various local union activities. It means that your standing committee events do not happen in a vacuum. They are integrated with local union events. Together, they strengthen the members, the labor movement, and, most importantly, reflect our union's core values.

Planning involves the belief that the future can be influenced and changed by what is done now. Planning is more than just an envisioning process; it helps create the future. Planning requires setting clear goals and identifies ways to attain the objectives in specified periods. Remember, when planning a project, it is vital that you keep in constant contact with your local union leadership from beginning to end. The local union leadership is responsible for and oversees all activities of the local union.

## Step 1: Assess the Committee's Resources

The first step in planning the committee's activities is to assess the resources available to the committee. You need to take an inventory to find out what you have to work with. Often, when we say this, people think an inventory list is of materials, such as books or computers. Or some even consider their financial resources. But your inventory of resources should also include:

- Lists of members, current and past. Do you know how to contact them? When are they available for a meeting?
- Do you have documentation of what has been done in the past? Were reports given to the president? Published in your local's publication? Do you have minutes of past meetings?
- Equipment belonging to the committee and equipment available to the committee? If your committee requires specialized equipment, have you looked to your members to bring their own tools, etc., in the past?
- What commitments have your committee made – both specifically and historically? Is there an expectation that your committee will show up or participate in an event?

In the process of gathering this information, you may discover other areas worth exploring. At the end of this process, you will know one of two things. You'll know exactly what is on hand or how much is unclear because records are now lost, or the members who had the information are now gone. Either way, you need a starting point and will only fully understand what that is after engaging in his assessment.



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## THE INVENTORY WORKSHEET

Inventory Date:	Compiled By:
Name of Standing Committee:	UAW Local #:
When was the standing committee started?	
What do the local union bylaws say about the committee?	
Are the committee's members elected or appointed, or is another process used?	
Do you have a list of current members and their contact information?	
Work schedule of current committee members	
Description of the committees' activities over the last five years	
Minutes of previous committee meetings	
Articles written about the committee and its activities	
Equipment used by the committee? Where is it? Who owns it	
Partners with any outside groups? If so, describe:	
Commitments made by the committee	
Any attempts made to get new members	
Is the committee discussed in new member orientation?	
When was the last time the committee's work was reported in local union publications/social media?	
What else is noteworthy about your committee?	



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Step 2: Assess the Communication Structure

Much like the committee's resources need to be assessed, how the committee communicates also must be assessed.

- How will the members of the committee connect with each other?
- What avenues are available for the committee to communicate the membership of the local?
- Are there specific processes that need to be followed?
- Who will review/approve the content before it is distributed?

Testing the communication structure is very important. It is what tells you if the system is working or not. There are easy ways to test lists – sending out holiday greetings, for example. If your local gives out shirts around events like Labor Day, send out an email asking members to write back with their shirt size. Likely, the challenges you flag through testing are also challenges to other standing committees or the local as a whole. Improving the communication network might be a good project for all standing committees to work on with the local leadership.

### COMMITTEE COMMUNICATION AUDIT FORM

- 1) Local union address:
- 2) Local union phone number:
- 3) Name of local union publication:
- 4) How often it is distributed:
- 5) Member-to-Member network? Last tested/updated?
- 6) Does the local have an updated email distribution list?
- 7) Does the local have an updated text distribution list?
- 8) How does the local collect email addresses/cell numbers?
- 9) Facebook page name:
- 10) Twitter handle:
- 11) Does the local have any specific communication processes/procedures?
- 12) How will the members communicate internally?
- 13) How and how often will the committee communicate activities with the local leadership?





# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Step 3: Know the Law, Know the Rules

Many standing committees are governed by special rules, some of which are mandated by the government, others by the UAW Constitution or the local union bylaws. For example, The Federal Election Commission (FEC) governs raising political contributions. UAW Administrative Letters and our Constitution also give clear instructions on various matters such as fundraising, dealing with vendors, or our conduct as union representatives. Do you know all of the laws and rules that cover your committee's activities? If additional training is needed, the administrative letters governing standing committees can be found in the workshop "Strategic Planning to Grow Your Standing Committee." Contact your local leadership for assistance. Be sure to acquire all the information you can. Ignorance of the law is not a defense.

## Step 4: Create Goals and Assess Needs

The first three steps give you the lay of the land. Now it is time to start thinking about what you want to get done, and the first part of that is setting a goal.

We can see that standing committees are a powerful tool for locals. But we also know that they do not thrive without the hard work of the local committee leaders and members. To be the most successful, it takes more than hard work – it also takes strategic planning, the ability to come up with unique and insightful ideas to advance toward an outcome. In other words, strategic planning helps us to reach our goals.

It is helpful to think along two tracks – long - and short-term. If you create only short-term goals, then your committee will be task driven. That is, its guiding principle will just be the completion of tasks. On the other hand, if you also have a long-term vision of the committee (to double in size in three years, for example), you can also assess whether your short-term goals help achieve the long-term objectives. Not all goals are the same. When our goals are detailed thoroughly, their chances of coming to reality are increased. Therefore, we encourage you to set SMART goals.



# Strategic Planning to Grow Your Standing Committee: 10 Steps

A **SMART** goal is:

**Specific:**

What is your goal? A goal should be specific, not open-ended, or undefined. For example, if the goal is “do better.” Instead, it should be “improve participation by promoting our workshops better.”

**Measurable:**

Can success be quantified? The only way to define success is to have a yardstick to measure it against. Do not have a goal of “more people showing up at our workshops.” The goal should be “100 members coming to our picnic or 20% more participating than last year.”

**Attainable:**

Are you setting up your committee for success? Your goal should have a reasonable chance of success. Nothing is more disappointing or frustrating than setting goals that are not met. It is a sure-fire way to have people walk away from your program.

**Relevant:**

Does it reflect the values of the committee? Do your leadership and membership support it? Buy-in from everyone is what creates the extra effort and sense of responsibility that ensures success.

**Timed:**

Are deadlines clear? The goal should have a start date, expected pace of work, and a target date of completion.



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Step 5: Create Your Plan

After determining your goals, you need to move to project planning. That means thinking critically about the steps necessary to achieve your goals. Good project planning is specific: Who, what, when, where, how. Good action plans include who, what, how, when, and where. Some leaders tend to break down the details for a big step. Don't fall into this trap. The same detailed attention is often needed for the many smaller steps that accompany a much larger project. You can use the following planning worksheet for both.

### Planning Worksheet

	Before the Event	During the Event	After the Event
What needs to be done?			
How will it get done?			
When is it due?			
What is needed to get it done?			
Who is doing it?			

Expand the worksheet if necessary to meet your needs. In addition to completing the worksheet, address the following questions:

- Did you create a budget?
- Does your plan cover necessary materials?
- Does it cover how you are going to recruit volunteers?
- Is it clear about who is assigned to what?
- How will you let others know that the event was successful?
- How are you going to recognize volunteers?
- Did you schedule a debrief of the event?



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Step 6: Grow the Committee

One of the most common concerns we hear is that committees do not have enough volunteers or that they are always staffed with the same people who are exhausted from carrying the entire load. Does that sound familiar?

Your standing committee needs new volunteers. That is true whether you have a full committee or not. Remember, one of the goals of your standing committee should be to serve as an entry point for new members getting active for the first time. Keeping your committee's doors open and welcoming all volunteers is a crucial part of getting that job done. New members bring new energy and new ideas, and that is a good thing. Even if you don't implement their suggestions, discussing why it would or wouldn't work can often make your projects sharper and more successful as it compels you to think about them.

### Recruitment Strategies

Potential committee members/volunteers are all around you. Here are some places you might start:

- Past volunteers: This is where sign-in sheets are handy
- V-CAP donors: During a V-CAP drive, someone says they would like to but can't manage to increase their monthly contribution. Maybe they can be asked to volunteer to solicit others' contributions or on another effort
- Friends or family of active volunteers: We see them at our union picnic or on the picket line. Spouses and children of members are often very willing to share the member's interest and participate in activities. Your local union bylaws may not allow them to be full-fledged members of the committee as the membership may be restricted to just members in good standing. However, they can still participate and help out during your activities
- Members who organize birthday or retirement celebrations or who are outgoing people. These are the natural organizers at work, and they make great additions to your committee. Same with people who tend to be involved with your local's charitable, community outreach, or recreational activities
- Check out who is following your local or region's social media pages. That shows an interest in our union, and that can easily be translated into participation. You just have to ask
- Retirees are a great source of knowledge and energy – plug them in
- Who at your location is wearing red to show solidarity? That would be a good day to go up to folks with a flier about your standing committee and talk to them



# Strategic Planning to Grow Your Standing Committee: 10 Steps

The following are suggestions to keep in mind when interacting with potential committee members/volunteers:

**Build success first** – Start by recruiting those most likely to join first

**Have a clear, concise message about who you are and what you do** - Have a good, clear, straightforward description of your committee so that everyone is saying the same thing. Having mixed messages will be confusing to potential members/volunteers.

**People do things out of self-interest** - Know that people are motivated by self-interest. That's not judgment, that's just a fact of human nature. Talk about your committee in terms of how it could meet the interests of your potential recruits.

**Make different roles available for various interests** – Some want to be up front, and others want to work in the background. Once you have people willing to volunteer their time, give them something to do.

**Show competence** – Members are more likely to participate if the task before them is defined and the project is organized.

**Action is more important than labels** – Don't get hung up on labels. We know that being part of a committee is usually not an application process (though most locals appoint the chairs of the committees). You are usually a committee member because you walk the walk – so actions count more than labels. In addition, if you make the committee sound formal and bureaucratic, you can also intimidate possible volunteers.

**Just ask!** - Many people who don't volunteer say the biggest reason is that they are never asked.

*Always consult your local union leadership and bylaws for any membership processes that should be adhered to when adding members to a standing committee.*



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Step 7: Train, Train, Train!

Once a member volunteers, it is essential to have something for them to do. The surest way to drive away volunteers is to have nothing for them to do. Just think about yourself – how frustrating is it to volunteer for something and never get to do anything? That means that even if you don't have a project about to start, you should still keep the structure of your committee intact. So, suppose your community services committee only does a toy drive during the holidays. In that case, that does not mean that you should suspend your committee during the rest of the year. Use that time to train, expand to other holidays, start a toy building workshop, etc. Use meetings during the rest of the year to brainstorm and consider input from committee members.

What is there to train on?

- Orientation to the committee: history, accomplishments structure, goals
- Develop interests/skills as it relates to the work of the committee
- How to communicate with co-workers about the committee
- Help to plan the next event/action/project

## Step 8: Support the Volunteers

Supporting members/volunteers is an important step that we too often forget – volunteers and members will represent a spectrum of experience and skill. Not all are capable of doing the same thing. Make sure you have a sense of what each person is qualified or comfortable doing. A best practice is that you want everyone to feel successful, so don't set someone up to fail.

How we make people feel successful:

- Start with more straightforward assignments and build up to challenging ones
- If the project is long-term, check in on them to see how they are doing – make sure they are getting their questions answered
- Mentors can be influential in this situation – pair a new volunteer up with a trained one – have them exchange emails/cells, and keep in touch
- If an assignment isn't a good fit, find another task



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Step 9: Act and Organize

It is worth reminding ourselves of the purpose of standing committees: to grow and strengthen our union. This means that we cannot look at our projects as simple tasks to be completed. Instead, they are tools for a greater purpose - the building of our great union.

Begin to look at your committee's activities from two perspectives:

- 1) Completing the task at hand
- 2) Using your accomplishments as an organizing tool to grow

Documenting the work of your committee is a critical way to achieve these goals. Pictures and video can be used on social media, in local union publications, and as part of recruitment documents for future use. Always think about growing your committee to the next level and don't be afraid to brag on your committee!

## Step 10: Debrief and Improve

Strategic planning requires that we have a clear vision of our goals and plan and constantly assess and track our results. Assessing a success or failure may prove to be as important. If the committee's goal was to register twenty people to vote on Tuesday, but only ten got registered, ask why and how that can be adjusted going forward. Post-event is the perfect time to bring the entire committee together to share ideas. Feedback is a critical part of debriefing an event. Track your results. What worked? What didn't work? As a committee, try and come to a consensus on what can be done to improve.

The following worksheet will help your committee debrief and track the results of an activity/project.



# Strategic Planning to Grow Your Standing Committee: 10 Steps

## Debrief Worksheet

PROJECT ASSESSMENT	
Describe project	
Date of project	
Who was involved	
How many participated	
How many attended	
Outcome (money raised, # coats collected, etc.)	
Debrief discussion ideas	
Report out (article? Photos for Facebook? Report at next union meeting?)	





# Strategic Planning to Grow Your Standing Committee: Final Tips

You are well on your way to creating and sustaining a successful committee! To ensure your success, we offer some final tips.

**Communicate**- not only among members of the committee but also with your local union leadership, other committees, and the general membership of your local. Many projects and activities overlap between committees; talking and offering support to those committees will ensure success for all of us. Through your local union meetings, leadership, and communication channels, you communicate to the membership. This is critical. How can you expect your initiatives to further the local's goals if members don't know what you're doing?

**Ask questions** - learn as much as possible about the objectives and purpose of the standing committees in your local. Find out what needs to be done and what the priorities are for your committee. Encourage others to voice their opinions and ask questions to understand the issues from the leadership and rank-and-file perspectives clearly.

**Listen** - not merely to hear what is said, but to understand the attitudes and opinions of others and to increase your awareness and allow others to have a voice in committee decisions.

**Take on challenges** - ask for help when needed. Be prepared to look for solutions and alternatives when faced with a problem. Do not reject an idea only because "it's never been done before." Seek avenues for gathering information.

**Most importantly, keep going!** - build on small successes and activities that give your committee credibility and pride. Encourage each other and remember that working together can accomplish more than working alone.



# Best Practices

## Recruit volunteers

For many members, community services is their first step into union activism. Members who might not typically participate in their union find that this committee is a perfect fit. Members typically learn more about their union and grow into volunteering for other union events.

## Keep volunteers busy

Members have varying amounts of time they can volunteer. Even if it is an hour a month putting together a mailer, or ten hours on a Saturday building a ramp, effective committees have various activities to fit the skill and availability of volunteers.

## Work with allies

Whether it's building a long-term relationship with the area United Way or stepping out and finding other like-minded groups, working in tandem with other groups can do a lot to change attitudes in your community. Remember that community groups are leaders — their opinions and experiences influence many others.

## Take credit

When your committee is volunteering in the community, make sure to show off who you are! It can be as simple as making sure that everyone is wearing a UAW t-shirt, but taking credit for your work does not have to be about ego or vanity. So often, we find that the public does not always have a favorable opinion of unions. So, what better way to change those negative opinions than by demonstrating the good work that we do in our communities. Then, people may start to see our union and its members in a different light.

Another great example of a local taking credit for their good works is UAW Local 862 in Louisville, KY. Their committee leaves behind lawn signs when they build ramps for disabled veterans. The signs are made from corrugated plastic and say, "Proudly built and donated by members of UAW Local 862". There are many ways you can let your community know what you are doing and why without seeming like you are bragging.

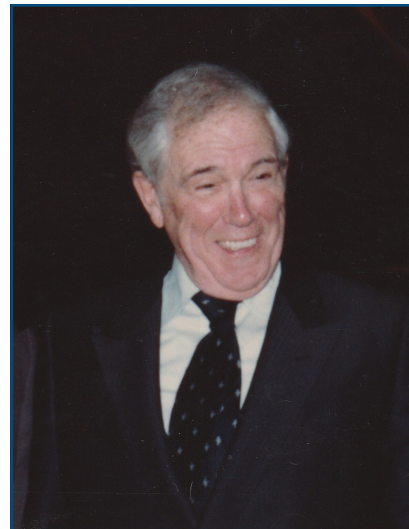
Social media is also an excellent tool for celebrating the good works of the members of your local union. These methods of recognizing the efforts of our committees and their members are an essential part of wrapping up a project: Members feel pride in seeing their union at work in the community, and it reminds the community who we indeed are.



# Fraser Award for Exemplary Community Service

We mentioned recruiting volunteers and keeping them busy, but it is also essential to recognize their hard work and accomplishments. Sometimes, this is as simple as saying “thank you.” Still, once in a great while, someone comes along who is so dedicated to the cause and puts so much of their time and effort into making a difference that you may feel compelled to honor them more memorably.

The International Union, UAW is proud to offer the prestigious Douglas A. Fraser International Union, UAW Community Services Award to recognize the contributions of those who diligently work in human and social services to build a better future for all.



Doug Fraser, former UAW President

The award was established to honor, inspire, and motivate members working in social and community services and the labor movement to strive even harder to serve others and devote their energy to their union, community, schools, and health and social service networks with the common purpose of serving those in need with sensitivity and empathy.

The ability to recognize those working daily to protect and enforce the social safety net is important in a world where daily attacks erode access to food, water, and shelter – shameful in a country with so much wealth and resources.

UAW local, state, and regional Community Action Programs are particularly encouraged to use the Douglas A. Fraser Award to recognize individuals working in their neighborhood, community, or state. Individuals who have demonstrated high standards, excellent work, and steadfast dedication to improving all people’s social and economic conditions.

## Approval Process

An award committee will consider the application and submitted materials to determine whether the Douglas A. Fraser Award should be approved for the proposed nominee. If approved, the nominating entity will be notified and asked to issue a check for \$150 payable to International Union, UAW, to cover the award and handling costs. Upon receipt of the check, the UAW Community Services Department will process the award and mail it directly to the nominating entity for presentation to the recipient. All awards are given a unique registration number and are recorded on file at the Walter P. Reuther Library, located at Wayne State University.



# Fraser Award for Exemplary Community Service

## Applying for the Award

UAW entities, especially Community Services Committees and councils, should complete the form below to nominate an individual, or group of individuals, to receive this award. Supporting information should be attached. Completed applications and supporting information should be sent to:

UAW Community Services Department  
8000 East Jefferson Ave  
Detroit, MI 48214

## Nomination Form

*Name of Nominee*

*Name of Nominator*

*Nominator's Address (Street, City, State, Zip)*

*Nominator's Email Address*

*Nominator's Phone Number*

Please state why the nominee should be considered to receive the Douglas A. Fraser UAW Community Service Award. Attach any additional information that would help the award committee render its decision whether to approve the nominee to receive the award.

---

---

---

---

Please scan or photocopy and return completed form to the address above



# Conclusion

The community services committee fills a wide variety of needs within our local unions, including:

**Providing resources:** The committee educates members about resources available to them.

**Providing community outreach:** The committee aids/supports others and builds positive relationships with community members, businesses, and organizations.

**Providing disaster relief:** The committee works through public and private organizations to ensure that members faced with problems and emergencies get relief when needed.

**Providing strike/lockout assistance:** This committee helps get strike pay and other services to members during strikes and lockouts.

**Providing worksite closing information:** The committee provides information on available services or employment during worksite closings.

Community services committees should always strive to uplift their communities and support their respective members.

*I am confident that together we can work and fight and make our contribution in America and in the world toward the building of a better tomorrow, a new world based upon peace, plenty, freedom, and the brotherhood of man. – Walter Reuther, UAW President 1970 UAW Convention, April 1970*

## UAW Resources



[uaw.org](http://uaw.org)



[instagram.com/uaw.union](https://www.instagram.com/uaw.union)



[facebook.com/uaw.union](https://www.facebook.com/uaw.union)



[youtube.com/uaw](https://www.youtube.com/uaw)



[twitter.com/uaw](https://twitter.com/uaw)



UAW Smartphone App



## Notes

[illegible]

## Notes

[illegible]

[illegible]



[illegible]

## Notes

[illegible]

## This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





## EDUCATION DEPARTMENT

8000 East Jefferson Avenue  
Detroit, Michigan 48214  
(313) 926-5474  
[education@uaw.net](mailto:education@uaw.net)

AR:EF:rv  
opeiu494afl-cio

**Publication:**

**#600**

Revised:

December 2024

Printed:

For additional copies, contact:  
UAW Purchasing Department  
[uawsupply@uaw.net](mailto:uawsupply@uaw.net)  
(313) 926-5221