

Responsibilities of Committee Members

SkillBrief

- **Attend all meetings:** Bargaining and/or JLMC sessions, caucus meetings, planning meetings, and membership meetings. Sometimes meetings are held at inconvenient times or go late into the evenings or on weekends. Nevertheless, you have been elected by your own co-workers who are counting on you to represent them by being present at bargaining meetings with management.
- **Be a communications link between the bargaining table and the membership: You were elected to represent your co-workers:** As a committee member, a fundamental role is to provide uniform information for members about the progress of negotiations/other meetings with management. Likewise, it is a committee member's role to find out how members feel about particular issues in order to bring those concerns to the rest of the committee for discussion.
- **Help build support for bargaining:** Depending on the specific meeting, i.e., bargaining, meet and confer, or JLMC, one role of committee members is to help build as much support as possible. This includes helping with turnout for Union actions and meetings and distributing newsletters or other communications.
- **Prepare for the process:** Bargaining or other committee meetings with management are an important responsibility. You may have particular knowledge about certain issues to be discussed. On the other hand, all committee members should be prepared to expand their knowledge and expertise, including the development of bargaining proposals and other solutions to issues being addressed.
- **Ratifying tentative agreements:** Bargaining or other committees are expected to act as a team the collective decision to take out to the membership for ratification/rejection any tentative agreements that are reached with management.