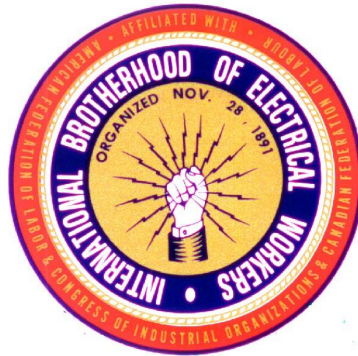




# FIELD MANUAL

For  
IBEW VETERANS COMMITTEES



PRESENTED BY: JAMES DAVIDSON LOCAL 659 & KIETH WEIR LOCAL 46

## *STARTING A VETERANS COMMITTEE*

Veteran Committees should work within the IBEW Constitution, your local union collective bargaining agreement(s) and your local union bylaws.

Each committee is approved & processed by the local union president & business manager.

The term length of the veteran committee officers are determined by your local union president or your local union bylaws.





## FIRST STEPS

- Find out who in your local is interested and their interest in taking on potential roles & the group's commitment to follow through.
- Once you have an interest & commitment level, approach local union leadership about forming a veterans committee.
- BE PREPARED to present the advantages of a committee, how it can assist members & increase your local union's visibility in the community.



# COMMUNICATIONS WITH MEMBER & COMMUNITY ENGAGEMENT

## COMMUNICATION TOOLS

1. Mailer to all Members of the Local to ensure Veterans are targeted. Some of our Veterans have never identified themselves.
2. Local Union Newspaper/Social Media/Flyers in the Hall/Announcements at General Meetings
3. Identify a specific contact for members to contact who will be assisting in the formation of the committee. Record members Email/Contact Number/Name



## COMMUNITY ENGAGEMENT

1. Participate in Community Outreach such as Career, Job & Resource Fairs. Especially Veteran Career Fairs
2. As part of the Community the Veterans Group can select special projects for a Day of service to promote the Electrical Trades, your Local Union & the IBEW as a whole.
3. Promote a Day of Service in the Electrical Worker but more so in your Local Union Paper to garnish interest in members who are a bit shy to come out and participate.



# *POLITICS*

Elected official or those running for election wants our support/monies at election time. As long as they align with our beliefs of keeping WORKING Families Fed be it Democrat or Republican. We are willing to work with whomever, provided they support our Union Values.

Veterans Committees can assist in the following:

1. Door knocking, Precinct Walking, Phone Banks, support at Rallies ect...
2. Every Politician wants to have their photo taken with veterans. **Veterans are Leverage**, our voices should be heard for those politicians who are willing to support our **Union Values**. NO-ONE wants to be that person to say no to Veterans.



# *STRUCTURING YOUR COMMITTEE*





## NON-TRADITIONAL

The nontraditional committee-based model can be customized to best fit you and your members.

This structure is based on finding out what your members are interested in and giving them a voice to take an active role on projects that are of their interests.

This model requires more consensus building, but its strength is **EVERYONE** has a voice.

Most groups have some sort of leadership team, whether there is a formal structure or not.

Some have Co-Chairs and others govern by popular vote.

When using a non-traditional model you should consider a designated person in charge or a small group of people to plan the work around a shared vision to ensure that it gets done.

Non-traditional groups have an even leadership structure, it is beneficial to divide tasks into sub-committees. This allows your committee to get a lot of work done and hold people accountable for a manageable amount of work.





## TRADITIONAL

The traditional model lends itself to a group that has been established for some time and has enough members to fill the various leadership roles. It is defined by a ranked leadership structure, including an executive board, officers and subcommittees. If your local leans heavily on rules, the traditional model can be an easier one to adopt and can help your group gain acceptance with the local union membership more quickly.

Under the traditional model, your committee should have a strong set of bylaws outlining roles and responsibilities of the leadership and overall governing structure of your group.

In this model the executive board is composed up of elected officers, along with the chairpersons from each sub-committee.

There also can be “at large” executive board positions to include more members in leadership roles. Typically the executive board meets monthly and the general membership meets quarterly.

Sub-committees are structured to address anticipated needs such as education, communications, organizing and mobilizing political actions, events and fundraising. Sub-committees can meet monthly if needed.

## *DEVELOP YOUR VISION/MISSION STATEMENT*

- No matter which structure your group chooses, one of the first orders of business for your committee is to write a vision/mission statement.
- Your mission statement is to establish the committee's goals and objectives.
- Your mission statement should briefly lay out your committee's purpose, plan.
- Your vision statement should encompass the values of your veterans committee.





## BYLAWS

- Second order of business is writing your committees bylaws.
- Bylaws serve as a set of rules and regulations to govern its internal affairs.
- Bylaws define the structure, responsibilities, and procedures that guide decision-making and operations.
- Bylaws help ensure consistency, transparency, and orderly functioning within the organization, providing a framework for effective management and accountability among its members.



## MEETINGS & FUNDING STRUCTURE

- Scheduling a regular meeting time and consistency is key to building a successful committee.
- Meeting time and location can build commitment to your committee by allowing members to plan in advance.
- Meetings should not be scheduled so frequently that members feel burdened and stop showing up for the feeling of “waste of their time” and “this is boring.”
- Meeting times should not be too infrequent since you need to meet to keep momentum going.
- One potential system is to rotate days so those with obligations may still attend.
- Creating an agenda to be sent out with a reminder of at least one week before the meeting.
- This keeps members in the loop and allows them to come prepared for an engaging experience where issues are being discussed and decisions are being made.
- Agendas also keep the meeting on track. If your meeting has no structure, members could lose interest and attendance decrease.
- Any funding structure must adhere to the local union bylaws and the IBEW Constitution.
- Committee leaders should have clear communication with the local to ensure a proper funding structure and accessible records.



## KEEPING MINUTES

- Minutes from regular, sub-committee meetings, reports and publicity announcements should be kept accordingly. Including hard copy documents and social media tracking.
- Collect and keep them together in one location. Your committee may assign someone as an archivist to ensure records for future reference. Such as a Recording Secretary.



# *CREATING AN EFFECTIVE COMMITTEE*





## *COMMUNICATE WITH UNION LEADERSHIP*

Your veterans committee should give periodic reports to your local union business manager, president or executive board members on its activities and make recommendations when needed. Keeping your local informed about your committees goals and activities will open communication lines and increase the visibility of your committee.

Another way to connect and engage members and local leadership is working in cooperation with other local union committees to advance policies and programs of your local, with the needs of veterans in mind.



## TRAINING SESSIONS & GUEST SPEAKERS



- An effective committee must have sound working knowledge of your local union CBA's, the IBEW Constitution and your local union by laws.
- Setup training if necessary to familiarize your committee members with this information.
- Having a guest speakers is also helpful in educating, informing and empowering your committee members.
  - Veterans Service Officers
  - VFW/American Legion Officers
  - Community & Elected Leaders



## *DIVIDE TASKS*

- **No one person** can build a committee on their own-it takes commitment by many to make it successful.
- Dividing tasks and creating sub-committees is an efficient way to research and obtain information before your committee takes action.
- Sub-committees can be useful to focus and distribute the work that needs to be done while giving members a vested interest in its success.
- Dividing and organizing tasks into communication, organizing/mobilization, community service, political action and civic engagement sub-committees are important and worth while ways to engage your committee and your local union as a whole.

## TAKE ACTION

- Your committee should discuss participating in activities outside your local union.
- Developing committee activities, things like volunteering for Habitat for Humanity, clothing drives, or informative workshops on issues veterans face can give members the opportunity to bond and create solidarity with in your committee.
- Some activities might already be taking place in your local labor movement, so communicate and collaborate with other local unions in your area.
- These activities should be diversified so your committee is inclusive to all members that your local union represents.
- Having a diverse committee will help everyone gain knowledge from people with different backgrounds and experiences as well as a representation of your community.





# *RECRUITING STRATEGIES*



- Utilize Online Platforms:

Leverage social media platforms and online forums to connect with veterans. Speak to all who might be interested in supporting or joining the committee. create a dedicated page or group where veterans can share their experiences and learn about the committee.

- Establish Clear Objectives:

Clearly define the committee's objectives, mission and goals that will encourage local brothers and sisters understand the purpose and benefits of participation.

- Create a Welcoming Environment:

Make connections talking with members who are interested in getting involved with issues that affect veterans. Have one-on-one conversations about the veterans committee. Be available, make sure the leaders of the committee are reachable and provide multiple ways for people to get in touch with them. Emphasize an inclusive atmosphere highlighting the support network the committee provides.



- Create Outreach Material:

Develop a logo or a look for your committee (within acceptable guidelines of the IBEW logos), promotional materials specifically targeting veterans, such as brochures, flyers and videos that showcase the committee's activities and the benefits of participation.

- Collaborate with Military Transition Programs:

Partner with military transition programs that assist veterans in entering the civilian workforce. Attend job fairs, workshops and other events to introduce your Veterans Committee and its opportunities.

- Engage with Veterans Affairs Offices:

Connect with local Veterans Affairs offices and organizations that support veterans. Collaborate on events or workshops to increase visibility within the veteran community.

- Social Meetings:

Social events are great opportunities for sharing what your committee is about, highlighting the unique contributions veterans can make to the electrical industry. Hosting meet-and-greets, potlucks and game nights in one place to check out your committee. make sure to let people know that they don't have to be a committee member to attend these events.

- Regular Communications:

Maintain regular communication through newsletters, emails or social media updates. People want to be part of something that gets things done. If your fellow members can see energy, commitment and willingness to follow through, they will be more likely to join the cause.

- Develop a List:

Build a list for sign-ups and email blasts to keep the members informed about committee activities and meetings. A Google Group or the Action Network is a good way to get started. Be conscious about not abusing the list once it is established.



- Get Local Union Leadership Involved:

Ask your local union leadership to send a letter to all members who might be interested in getting involved with you committee. as the committee's program develop, ask your local union leadership to attend to make connections with members.

- Variety:

Events should cover diverse topics, which will turn diversify the interest and knowledge of your members. **Don't be afraid** to embrace issues that fall outside the realm of "union work."

- Forge Partnerships:

Contact your district's IBEW Veterans Committee representative and veterans committees at nearby local unions. We are stronger together!

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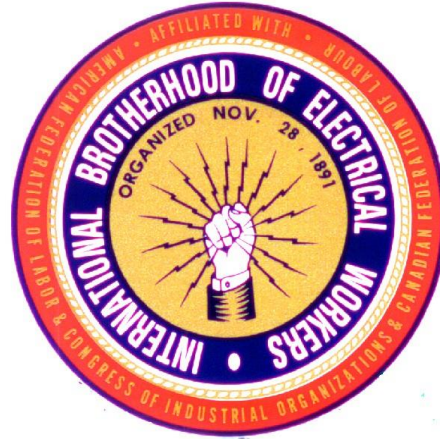
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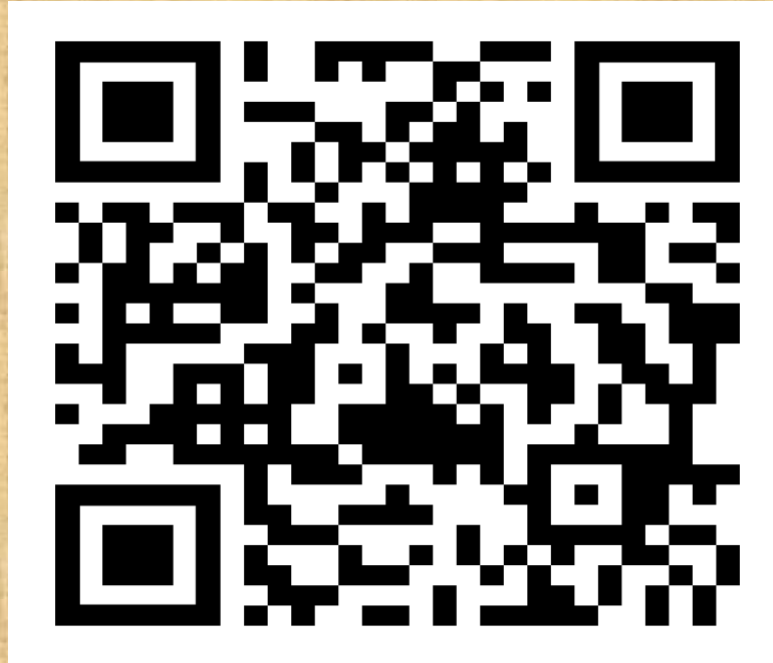
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