



## **Independent Electrical Contractors – Chesapeake Chapter Overview of Chapter Committees**

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# **INTRODUCTION**

The Independent Electrical Contractors Association – Chesapeake Chapter is a merit-shop organization that is a member-driven organization. The membership of the organization is located throughout Delaware, Maryland, Pennsylvania, Upper North Carolina, Virginia, Washington DC, and West Virginia.

With IEC Chesapeake’s expanding regional footprint, IEC Chesapeake relies on its committees and staff liaisons to help address and fulfill the multi-faceted needs of its membership in the areas of Apprenticeship, Continuing Education, Legislation, Membership, Renewable Energy, Networking, Safety, and Workforce Development.

Having said that, IEC Chesapeake’s success is dependent on the members’ active involvement, the association is only as successful as the active members that support it. Your volunteered time exposes you to the inner-workings of the association and enables you to collectively work with other like-minded members to implement projects and tasks affecting the membership. It is definitely rewarding to witness the accomplishments that are attributed to members who actively shape and direct the future of the organization, especially knowing that you played a role in that success.

Moreover, committee participation not only strengthens the organization, but it also contributes to participants’ personal and professional development, whether as a Committee Member or Committee Chair. This handbook was developed to provide a better understanding of the different faces of the organization with overviews on the responsibilities of Committee Chairs, Committee Members, and Staff Liaisons.

This booklet has been developed in an effort to secure more involvement of the membership through the identification of the commitment that is required.

## **Five Golden Rules for Committees**

- Not every committee has a right to exist forever
- A committee must have real work and goals
- Even standing committees can be changed
- Don’t create a committee when a task force or study group will do.
- Rotate chairs – helps to move the focus from individuals to the committee as a whole

***Get involved and contribute  
to the long-term success of the association!***

## **EXPECTATIONS OF COMMITTEE CHAIRS**

Committee Chairs are responsible for leading their respective committees by example and ensuring that agendas reflect important updates, recent successes, and new initiatives of the association for discussion or review by the committee. Chairs will ensure that they are maintaining the expectations of their committees and achieving goals set forth by administration and members. Chairs should act in the best interests of the organization, disclose others interests, and avoid conflicts. Chairs are also responsible for keeping information of organization confidential and respect corporate confidence. Additional responsibilities of Committee Chairs include:

- Attendance at all scheduled Board of Directors meetings (every other month) with progress reports
- Working with Staff Liaison on meeting agendas and sending out the committee in advance for review
- Presiding at all scheduled Committee meetings with committee member introductions
- Calling to order and adjourning meetings on time and within time allotted
- Facilitating committee meetings and making sure they remain focused on agenda items
- Encouraging and engaging the participation of committee members by seeking feedback and suggestions
- Working with Staff Liaison on meeting minutes with special note of committee members with assigned action items and deadlines
- Working with Staff Liaison to ensure action items and tasks assigned to members of the committee are completed by the next meeting date
- Ongoing recruitment of prospective IEC Chesapeake members
- Recruitment of Committee members
- Willingness to potentially serve as a member of the Executive Committee
- Participate in Strategic Planning (every 2-3 years)
- Pre-Planning for things to come is important

- Make time for strategic planning and develop a new plan every few years
- Make sure all members are involved
- Conduct annual review of the strategic planning
- Financial questions that chairs should be answering include:
  - What is the growth over last year in gross revenue?
  - Are we monitoring expenses to maintain the budgeted bottom line?
  - Are investment gains or losses in line with the benchmark?
  - What are trends or future implications?

## **EXPECTATIONS OF COMMITTEE MEMBERS**

Committee Members are responsible for maintaining the expectations of their committee and assisting the Chair and Staff Liaison to fulfill the goals set forth by administration and members as identified during Strategic Planning. The active participation and involvement of Committee Members strengthens the organization from within and expedites the completion of action items in a timely manner. Additional responsibilities of Committee Members include:

- Attending scheduled Committee meetings either in person/internet or via conference call
- Reviewing agenda and any pertinent handouts prior to meeting
- Participating at committee meetings and objectively providing feedback and suggestions on agenda items discussed
- Completing any action items assigned by the Chair by the designated deadline
- Ongoing recruitment of prospective IEC Chesapeake members
- Potentially serve as a committee chair in the future
- Participate in Strategic Planning (every 2-3 years)

## **EXPECTATIONS OF STAFF LIAISONS**

Committee Staff Liaisons are responsible for assisting Committee Chairs and Members in maintaining the expectations of their committees and achieving goals set forth by administration and members. Staff Liaisons will be the primary point of contact for Chairs and Committee Members. Additional responsibilities of Staff Liaisons include:

- Sending Outlook invites and following-up with reminders closer to meeting date
- Working with Committee Chairs on meeting agendas and sending out to the committee in advance for review with pertinent handouts
- Attending all scheduled Committee meetings, recording accurate notes for meeting minutes with special note of committee members with assigned action items and deadlines, and distributing accordingly
- Participating at committee meetings and objectively providing feedback and suggestions on agenda items discussed
- Familiarizing one's self with all initiatives and projects of the Committee and providing administrative support as needed
- Completing any action items assigned to the Staff Liaison by the Chair by the designated deadline
- Working with Chair and Committee Members to ensure action items and tasks assigned to members of the committee are completed by the next meeting date
- Serving as the primary point-of-contact for Committee Chair and Members
- Ongoing recruitment of prospective IEC Chesapeake members
- Orienting newly elected Chairs with current and ongoing initiatives of the Committee, as well as providing a roster of Committee Members, Board Members, and Staff Liaisons

# **APPRENTICESHIP & TRAINING COMMITTEE**

The Apprenticeship Committee meets every other month and is responsible for constantly evaluating the needs of the apprenticeship program and the training needs of the membership so that courses can be developed. The committee is responsible for examining any areas of opportunities that deserve immediate attention and is responsible for creating awareness about IEC Chesapeake's various programs that are setup to create training opportunities for interested applicants and further develop apprentices already in the trade. With the assistance of Staff Liaisons, the Apprenticeship & Training Committee is also responsible for:

- Resolving attendance, instructor, or students issues that Staff Liaisons are unable to mediate or settle
- Monitoring school sites
- Starting of the schools orientation night
- Selecting of the Students and Instructors of the Year
- Investigating curriculum issues reported by instructors and students and forwarding to IEC National for review and consideration for future revisions
  
- Scheduling career & technical center visits labs, and third party vendor visits to the various DC, VA, PA, and MD training site locations
  
- Attending career fairs or open houses if applicable
  
- Exploring alternative training approaches or new technology to improve apprenticeship training
  
- Soliciting material donations throughout the year for IEC Chesapeake labs and SkillsUSA State Competition
  
- Planning Graduation Ceremony by selecting an appropriate venue and soliciting event sponsors as needed
  
- Reviewing and adjusting the enrollment cost of apprenticeship each school year with the assistance of the Finance Committee.
  
- Obtaining college credits through local colleges for students who complete program
  
- Working with U. S. Department of Labor and/or State Regulatory Agencies on any issues
  
- Assistance with the annual SkillsUSA and Wire Off competitions – tests, materials, judges, etc.
  
- Review and update as required the Student and Instructor Policy and Procedures on a yearly basis.



- Creating a schedule of training classes throughout the year, confirming instructors/venues as needed, and establishing a viable budget for each class with the Finance Committee.
- Conducting evaluations at the conclusion of all training sessions and reviewing to determine if a seminar and/or instructor fulfilled the expectations of the class
- Reviewing registration count of upcoming classes to determine plan of action if registrations are low
- Attendance/assistance at various career and job fairs to promote the following:
  - Applicant Registration Service
  - Apprenticeship & Training Programs
  - Pre-Apprenticeship Programs
- Shared-Person Programs
- Summer Helper Programs
- Determining what training opportunities should be offered to the membership based on evaluations, market trends or suggestions by the Committee and Staff Liaisons
- Evaluating regional training opportunities for members and prospects in outlying areas using classes that have been successful locally
- Collaborating with Partner members, Community Colleges, or other Professional entities to increase market penetration and participation
- Utilizing multiple avenues to market classes to include email, fax, other associations or community colleges, phone calls, newsletter, supply houses, Website, etc.
- Ensuring that all logistical aspects of a class are fulfilled to include audio-visual requirements, book ordering, copying handouts, catering, room arrangement, reminders and "Thank You" notes
- Identification of additional states where members would need CEU
- Make sure CEU paperwork is updated.
- Obtain approval of courses with State and County Agencies.

Staff Liaison: Education Coordinator

## **FINANCE COMMITTEE**

The Finance Committee meets bi- monthly and will be responsible for development of chapter budgets, overall monitoring of chapter finances and providing the director of the Board and chapter staff as to the best way to insure maintaining good financial health of the chapter. The Committee will consist of Secretary/Treasurer, Executive Director, and Chapter Director of Operations, the Committee Chairman and three (3) Chapter Members. The committee will be responsible for budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities appears below.

- Develop an annual operating budget with staff.
- Approve the budget within the finance committee and present to Board of Directors for final approval.
- Monitor adherence to the budget.
- Set long-range financial goals along with funding strategies to achieve them.
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
- Present all financial goals and proposals to the board of directors for approval.
- Develop useful and readable report formats with staff.
- Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
- Work with staff to understand the implications of the reports.
- Present the financial reports to the full board.

Staff Liaison: Executive Director/Director of Operations

## **GOVERNMENTAL AFFAIRS COMMITTEE\***

The Governmental Affairs Committee does not have a set meeting schedule. The Committee members will be responsible for constantly monitoring pending and newly passed legislation that impacts merit-shop electrical contractors at the federal, state and local levels. With the assistance of Staff Liaisons or contracted consultants, the Governmental Affairs Committee will track and follow issues to include:

- Identification of candidates for elected office that the association would endorse
- Identification of pending legislation that will impact the membership of the association
- Development of position statements that the association would release
- Grass roots level organization of the membership to support the position statements that are developed. This would mean testifying, letter writing and meeting with legislation

Staff Liaison: Executive Director

## **MEMBERSHIP COMMITTEE**

The Membership Committee meets quarterly and is responsible for membership retention and the recruitment of new members through active recruiting efforts and networking functions, development of new benefits and evaluation of existing programs. The committee is responsible for maintaining existing and creating new business relationships between the association's Contractor and Associate Partner members. With the assistance of Staff Liaisons, the Membership Committee is responsible for:

- Achieving established goals set forth by strategic plan in an effort to retain and expand membership base in both local and outlying areas
- Scheduling monthly events, meetings, and training to encourage member involvement
- Developing membership literature that best reflect the associations accomplishments, goals and initiatives, as well as updating membership fee schedules yearly for prospect distribution
- Recruiting new members into the association through various prospective member marketing and recruiting campaigns
- Reviewing current prospect list and creating action plans to generate interest in the association
- Inviting prospects to membership functions to further expose them to the association and allowing them to network with members who may encourage them to join
- Using Contractor and Partner members as a valuable resource for prospect referrals and for assistance in recruitment efforts
- Utilizing membership benefits & discount programs, resources & services, as well as training and networking opportunities appropriately when recruiting prospects
- Assisting the staff in the follow-up of prospects
- Attending other association functions and tradeshow for potential recruitment opportunities
- Reviewing training rosters and taking note of any non-members for potential follow-up and informing them of additional membership services

- Development of new benefits Developing creative approaches to better inform contractor members of their discounted benefit programs, products, and services.
- Referring and/or recruiting prospective Contractor and Partner members that they come in contact with through their primary business interactions
- Creating sponsorship opportunities that promote greater visibility of Partner members with the membership
- Working with the association to offer training programs or seminars directly related to the needs of contractor members
- Attending tradeshow to promote organization's membership training and networking opportunities
- Planning social events to strengthen member relations and attract new members
- Provide industry information that impacts the contractor membership of the association

Staff Liaisons: Business Development, Membership Director

## CONTACT INFORMATION



### **IEC Chesapeake – Laurel Location**

8751 Freestate Dr. Suite 250, Laurel, MD 20723  
Office: 301-621-9545

### **IEC Chesapeake – Dulles Location – By Appointment Only**

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### **Chapter Website**

[www.iecchesapeake.com](http://www.iecchesapeake.com)