

Basics For Running an Effective Climate Committee

- Identify a clear purpose of the committee, take time to assess the problems and discuss the goals and challenges
- Appoint a chairperson (to facilitate the meetings, delegate responsibilities, coordinate the work) and a person to record and keep records, notes, minutes
- Recruit members that reflect the diversity of the union's membership (shift, work, area, age, gender, race/ethnicity, sexual orientation) utilize a survey, decide if you want to include the community, and what program planning makes sense by involving recruits in the decision-making process.
- Each person on the committee must be responsible for specific tasks. Every member is involved, plan community forums or public hearings when political issues are important.
- Set a regular date, time, place for committee meetings, and make them short and well organized near work
- President should maintain regular communications with all committee chairs
- Require each committee chair to give a report at the local membership meetings, summarize the activities and recommendations on the actions the local should take and commitment to short-term or long-term goals
- Give recognition for the committee's achievements as they reach their goals and take actions that make a difference on the workroom floor.