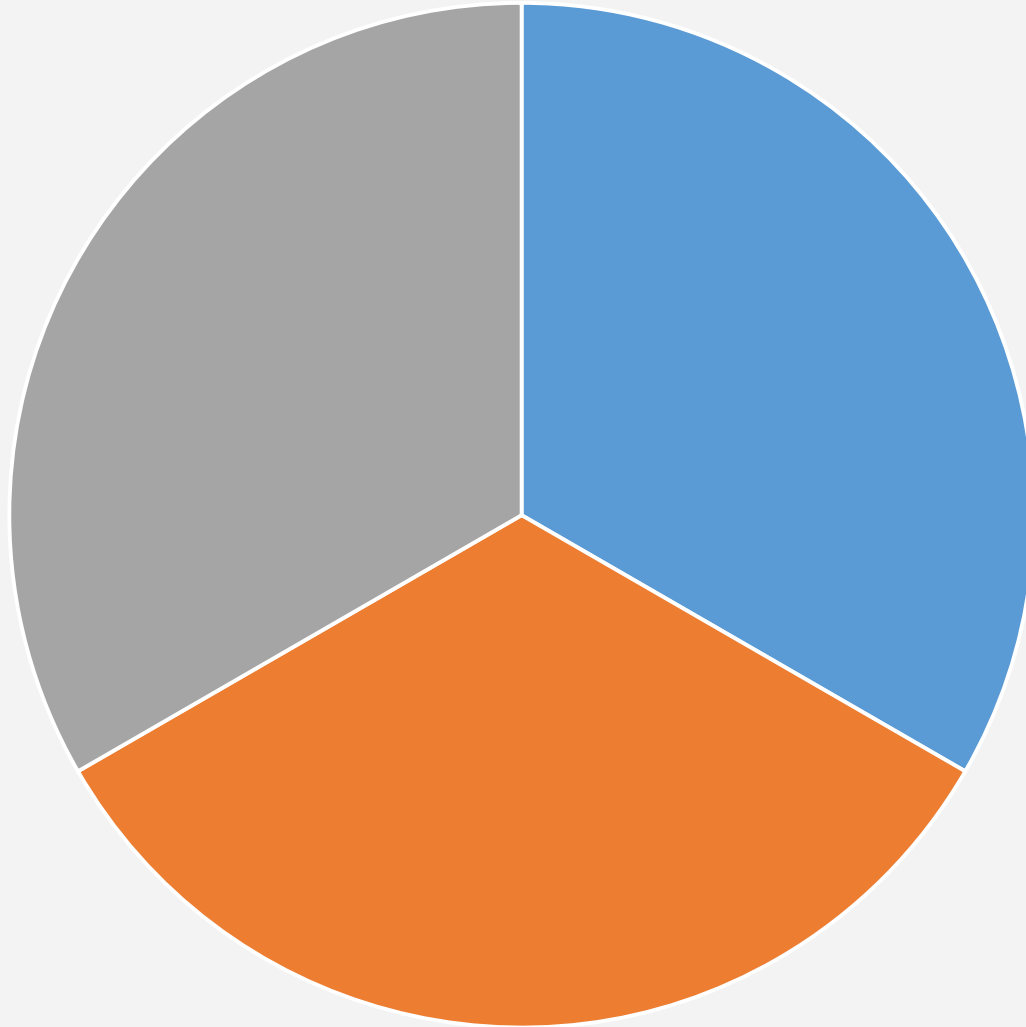




LEADERSHIP and CHAPTER MANAGER ATTRIBUTES

Responsibilities

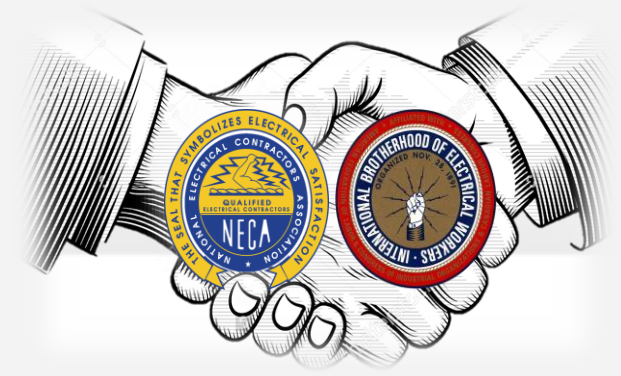


■ Labor Relations

■ National Activity

■ Chapter Business

LABOR RELATIONS



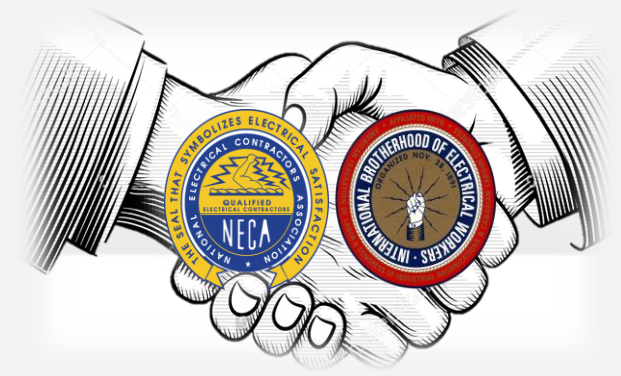
- If an interim meeting is required, provide your Field Representative with as much data and other pertinent information as possible prior to the meeting. Don't expect him/her to make charts or graphs for you.
- Referencing Interims and CIR, its key to understand that outside of your jurisdiction, outsiders do not understand your market, terminology, practices, process and procedures.
- Avoid taking minutes with “he said..” and “ she said..” statements. Keep the minutes a record of actions, attendance, time and place. Documenting interpretations or intent of language is crucial.

LABOR RELATIONS



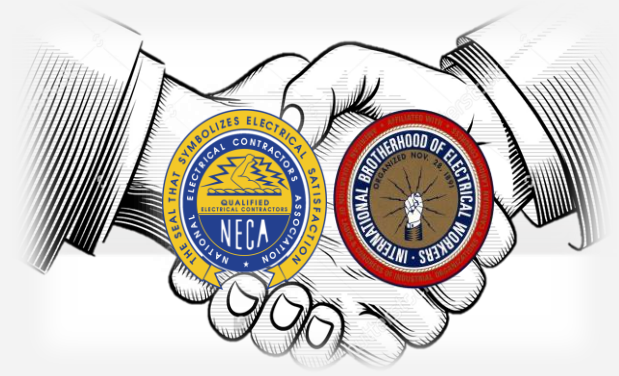
- Understands the importance of developing and maintaining relations with the labor unions.
- Identify competitive restrictive language in local CBAs such as excessive crew ratio and prefabrication prohibitions and strive to improve or eliminate those provisions.
- Resist efforts to utilize the interim or CIR process as a means of extending local negotiations.
- Utilizes the appropriate protocol for labor relations inquiries.

LABOR RELATIONS



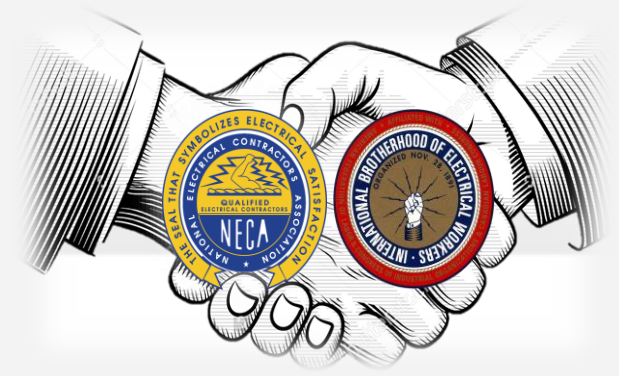
- Conduct contract negotiations in professional manner through detailed preparation and record keeping of the bargaining process.
- Formally, in written format, present all contract proposals.
- Comply with the recommended practices of the association's labor relations department including the submission of all CBAs, updating data bases, and provide your copy to your field representative.
- Appropriately schedules contract negotiation meetings in order for them to be completed prior to the 20th of the month preceding the contract expiration month.

LABOR RELATIONS



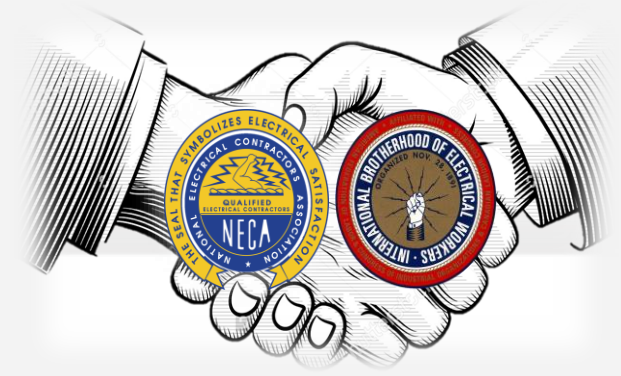
- Educates the chapter membership on category one and optional verbatim contract language.
- Continually strives for strengthening relationships with the IBEW local leadership.

NECA



- Remember that You are NECA.
- Support the association's national and regional staff and initiatives.
- Always presents and conducts themselves in a courteous and professional manner.
- Actively seeks opportunities to increase membership to the association.

NECA



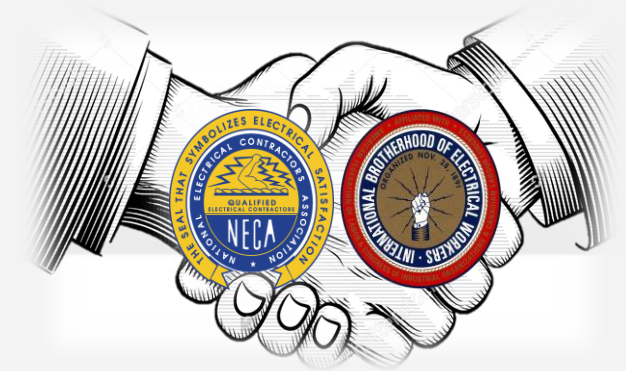
- Participate in educational functions specifically designed for Executive Directors such as AEI, CELI, SETS and Regional Managers meetings.
- Understand the mission of Electri, its structure, the foundations resources, and promotes the values of the electrical industry research entity to the chapter members.
- Is familiar with the electrical industry's national legislative issues and promotes the activities of ECPAC to the chapter's members.

NECA



- Support the NECA Education department by conducting local educational classes and/or promoting the attendance of their members to attend in other chapters.
- Serve as a facilitator for EC in various capacities such as lobbying, coordinating training and other services.
- Promote the attendance of their chapter members at regional and national meetings and conventions.

Local Chapter Business



- Ensures that all chapter collected monies for the association, NLMCC and NEBF are accurately and timely processed as required.
- Engaged in the chapter's sponsored trust funds including the active oversight of the appointed trustees.
- Regularly maintain statistical data on local market share, DOL median wages, merit employer benefit and wage rates.
- Seek continuing education on regulatory requirements of Taft Hartley funds and the impact of changes to the chapter's members.

Local Chapter Business



- Strive to treat all members of the chapter in an equal and fair manner regardless of the size of the employer or where the firm may be domiciled.
- Foster the growth of relationships and networking opportunities for the chapter membership through annual social functions.
- Provide membership valued subjects at chapter meetings including identifying NECA publications, software applications and other resource material.

Local Chapter Business



- Realizes that when they speak they are the voice of all electrical contractors.
- Understand the importance of proper management of the financial operation of the association and utilize appropriate book keeping practices.
- Create an environment to allow electrical contractors to be successful.
- Embraces succession planning.

Local Chapter Business



- Understand they are a line item on a budget, an overhead expense. Furthermore, understands overhead is always cut when there is no value to its members.
- Understands they are also a counselor requiring people skills.
- They are a good researcher.
- They are a sounding board and knows when to be silent and just listen.
- You're NOT a puppet, punching bag or a “yes” man or women.

Regional Interaction



- Communicates and works well with Regional staff to keep them abreast of local issues, seek guidance, provide data and obtain information on regional activities.
- Cooperates with other chapter executives to provide local information and consultation.
- Always ensures their Field Representative has up to date copies of all CBAs, MOUs and labor summary sheets.
- Invite you Field Representative to membership social events, Chapter and Division meetings.



CHAPTER EXECUTIVE RESPONSIBILITIES