LEADERSHIP and CHAPTER MANAGER ATTRIBUTES
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.
Leadership and Chapter Manager Attributes

- 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.
• 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.
• 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 nations 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