



## Ways SIB Committees Can Use Website Resources and Information

If you are looking for ways to add variety and substance to your meetings, consider the many resources at the SIB website section ([www.carpenters.org/Sisters](http://www.carpenters.org/Sisters)).

This document contains descriptions of the resources on the website, as well as ways to use them.

### A. Descriptions of Resources on the Website

#### Newsletters

Monthly newsletters that include TIPS for SIB committees. Each issue includes examples of actions committees have taken to become more effective. Issues also include general suggestions on ways committees can develop Sisters and manage meetings.

#### Building a Strong Sisters Committee

Includes various documents to help committees set goals, increase participation, gain support, and enhance visibility. Some examples include:

1. How to Start a SIB Committee
2. Goal Setting
3. Volunteer Sign-Up Sheet
4. To-Do List
5. Creating an Event Timeline
6. SIB Committee Poster Template
7. Ways to Involve All Sisters in SIB Committees
8. Ways to Justify Funding Requests

#### Meeting Management

Includes several forms and documents committees can use to ensure that meetings are effective and to ensure that meetings have value for Sisters. Some examples include:

1. Sample Meeting Agenda
2. Meeting Checklist
3. Meeting Sign-in Sheet
4. Tips for Taking Minutes at Meetings
5. Chair a Committee
6. 11 Sample Agendas for Committee Meetings
7. Guest Speaker Ideas
8. Speakers Evaluation Form

#### Leadership Strategies for SIB Committees

Includes documents to help Sisters and committees develop leadership skills. Some examples include:

1. Ways to Teach Leadership Skills
2. Ways to Learn Leadership Skills: Non-Committee Activities
3. Ways to Learn Leadership Skills: Committee Activities

4. Reasons to Learn Leadership Skills
5. Leadership Websites and Books

#### Help from Sisters Around the UBC

Includes tools and techniques used by other SIB committees. Some examples include:

1. Best Practices of SIB Committees
2. Alberta: ARCCAW Women's Committee Brochure
3. Southern California Meeting Agenda

#### Success Approaches for SIB Committees

Includes ideas SIB committees can use to achieve and evaluate results. Some examples include:

1. Ways to Decide What Success Means to Your Committee
2. Questions to Achieve Committee Success

#### Job & Career

Includes tips to help Sisters succeed on the job.

1. Tips for Succeeding at Work
2. Gaining Allies

#### Learning Exercises to Use with Members at Committee Meetings

Includes several exercises SIB committees can use to help Sisters gain or improve skills during meetings. These exercises cover the following areas:

1. Communication & Listening Exercises
2. Problem-Solving & Decision-Making Exercises
3. Self-Confidence & Motivation Exercises

### **B. Ways to Use Resources on the Website**

1. Have website be the focus of the committee meeting: Could have a live link to the website and review all the resources.
2. Have website be part of the focus of the committee meeting: Could cover portions of the website during your meeting as part of a PowerPoint discussion.
3. Provide copies of materials to Sisters and others:
  - a. Send email links of materials to Sisters
  - b. Send PDF files of materials to Sisters
  - c. Make copies of materials available for attendees at SIB meetings
  - d. Make copies of materials available during events where SIB members attend
  - e. Include materials as part of the Agenda Items during SIB meetings (e.g., leadership topics, communication topics)
  - f. Use materials to help plan or structure SIB meetings (e.g., document on how to hold an Open House, document on Tips for Taking Minutes at Meetings)