

Build and maintain your network while working remote

The COVID-19 crisis and the resulting remote working for many SPEEA Council Reps and members makes maintaining communication with Area Reps and members challenging. Following are tips gathered from CR's and union staffers to help you maintain, build, and improve communications in your Council District.

- **Telephone** – The easiest and most personal way to check in
 - Call your ARs once a week.
 - Ask how they are, what are they doing and hearing from members
 - What are members issues?
 - How are they communicating with members?
 - Update contact information
 - Best time to call each week
 - Get personal contact information for scheduling Zoom meetings
 - Provide information on upcoming SPEEA webinars/trainings
 - Review Distribution Lists (DL) – do they make sense now that we're working remotely?
- **Zoom Meetings** – Schedule monthly to maintain “face time”
 - Provide information – Council and union actions
 - Invite your Contract Administrator
 - Review DL's as a group – do they make still make sense?
 - Discuss recruiting new ARs
 - Review “holes” in the district – where do we need ARs?
 - Ask if ARs need/want an AR refresher or other training
 - Discuss and solicit input on recent SPEEA news, Daily NewClips and publications
- **New Hires/Transfers-In** – Give them a good first impression of SPEEA
 - Work with ARs to ensure new members are welcomed to SPEEA
 - Phone calls:
 - Let them know who you are/role
 - Help with tour of SPEEA website – help them sign up for home email, text messaging
 - Get their best contact information
 - Email follow up:
 - Share useful SPEEA links
 - Provide your best contact information
- **SPEEA trainings via Zoom** – check with CA on availability
 - Boeing Pension and Retirement
 - Early/Mid-Career Financial Planning 101
 - Open Enrollment
 - Performance Management
 - How to Pursue an Upgrade

Don't forget! Make sure your CR title and contact info is visible in your signature block!

Yes! You can still Recruit Area Reps remotely!

SPEEA is most effective when our workplace network touches workers in every building, floor, and work areas. Even though many of us are working remotely, workplace organization still revolves around our regular work groups. While working remotely, it is important our workplace leaders and representatives reflect the wide diversity of SPEEA members. This includes members from all departments, job classifications, seniority along with races, cultures, ethnicities, gender and sexual orientations.

Identifying potential Area Reps - Consider:

Do you know a member who:

- Asks SPEEA questions on a regular basis?
- You assisted and now wants to “give back”?
- Is interested in becoming more involved in SPEEA?
- Participated in a SPEEA event in the past?
- Is a natural communicator or the “go to” person in their group?

These members make great Area Reps. Be on the lookout for any of the criteria above as you have conversations with your district membership.

How do I ask a member to become an AR?

- **Make it easy to say “Yes”!** – Explain what an Area Rep does. Most people will commit only after they know what is involved and expected. Tell them why YOU are involved and stay involved
- **Show how they will make a difference** – Tell them why you chose them. Let them know how Area Reps play a vital role in SPEEA and often are among the first to bring issues forward and receive important information.
- **Answer “what’s in it for me?”** – Even though most people don’t ask this question out loud, they DO ask it internally. People have their own reasons for volunteering. By discussing their goals and expectations, you can help them discover what’s in it for them.
- **Individualize your approach** – People volunteer for different reasons and the same approach won’t work for everyone. Through active listening and inquiring conversation, you can identify where you share common ground. With this information, you can individually tailor your approach.
- **Be brave!** – While challenging to ask for volunteers, remember how faltering it is for a member to be asked to step forward by their Council Rep. Everyone likes to be asked to do an important job. Be brave and ask! You might be surprised how many people say “YES!”



www.speea.org

