

Structure for UAWD Steering Committee Accountability

Approved at the 6/1/24 Steering Committee meeting

Article VI, Section 5 of the [UAWD Bylaws](#) states that “The UAWD Steering Committee Chairperson shall oversee the day-to-day functions of UAWD, administer operations, and coordinate the organizing activities of UAWD in accordance with the policies and programs approved by Annual National Meeting action and the direction of the UAWD Steering Committee. All actions taken by the UAWD Steering Committee Chairperson shall be subject to the approval of the UAWD Steering Committee.”

Purpose and Overview:

The UAWD Steering Committee (SC) is accountable to the UAWD membership for executing the operations and spending the finances of UAWD in accordance with the will of our membership. As UAWD has grown in its scope of operations, it has become increasingly challenging for the Chairperson to alone “oversee the day-to-day functions of UAWD,” as our Bylaws call for, without significant delegation of responsibility. By delegating key scopes of UAWD operations and strategy to other members of the SC, we can be successful in actually achieving the mandate for accountability that we have as a political leadership, allowing us to maintain the democratic nature of our membership-led organization.

While ultimate oversight will continue to fall to the Chairperson, SC members, as political leaders, will be responsible for reporting to each other and to the Chairperson. This will serve to place our political leadership in the position of needing to form relationships with each other, through which they will deliberate and build the knowledge and experience to be able to meaningfully weigh in on the operations and strategy of UAWD. As a result, no SC member will have any unilateral role in decision-making or any further autonomy beyond the role the Chairperson currently has — instead, the expectations around communication will be clearer.

Implementation:

Each **operational and strategic scope** of work will be [listed here](#) and assigned to one or two **Point Person(s)** (PP), who will always be a member of the SC. While staff or other UAWD members may do the vast majority of work within a scope, the Point Person will be the accountable party, following the responsibilities listed below. Assignments of the Point Person to each scope will be led by the Chairperson, subject to approval of the SC.

Responsibilities of a PP for a delegated scope of work:

- To make a plan for work that needs to be done within the scope. This can be through written notes, but it need not be, as long as it's possible to communicate the plan with the SC. *Examples: delegating the plan-making to staff, asking a committee to take on the work, or drafting a plan directly as the PP.*

- To keep track of all work being done within the scope. This can be through written notes, but it need not be, as long as it is always possible to give a comprehensive status update to the Chairperson and the SC.
- For work being done in an ongoing capacity, to check in at least weekly with staff and UAWD members that are actively doing that work. This could be through a meeting, a text check-in in a shared channel, individual phone calls, or individual written check-ins.
- To inform the SC of significant developments relating to the work or important junctures where SC input is needed or would be helpful.
- To ensure that all work and decisions within the scope of work are in line with the Bylaws and approved policies of the SC and the membership.
- To facilitate disagreements between staff and members working within the scope, or between SC members deciding how to pursue work within the scope, ultimately bringing any significant issue to the SC for a decision if an issue can not be resolved.
- For work that is time-sensitive, to communicate with the SC about the timeline for giving input or weighing in on a decision and to reach out to others working within the scope for feedback before making a decision. *Example: notifying the SC that they have 48 hours to review an email that is going out, based on a decision made at the last SC meeting.*

Responsibilities of staff and non-PP SC members when working within a scope:

- To share any significant developments directly with the Point Person in a timely manner.
- To provide feedback to and raise disagreements with the Point Person, to ensure that the PP has the best advice and suggestions available.
- To take direction from the PP on matters that are time-sensitive or that the PP does not need to bring to the SC, working in collaboration with the PP. *Example: 1) The UAW Monitor has requested a meeting urgently, so the PP decides to schedule it for a time that they and two other SC members can do, inviting anyone else who's able to join. 2) The PP would like to do a poll for membership feedback that the SC has decided to collect for an issue, instead of just asking people to respond to an email with feedback.*
- To voice issues about the PP's performance with the PP and, ultimately, if the issues are not improved or resolved, with the entire SC to hold the PP accountable and ensure that UAWD's work does not suffer.

Responsibilities of SC members not involved in a scope of work:

- To direct questions, suggestions, or critiques to the PP for the scope of work.