

Building Rep October 2024 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- Make sure one representative from your site is attending the October 16th Rep Retreat
- If you have not held your rep election, elect reps ASAP & report results on PAT form
- Hold a 10-minute meeting for all union members in October
 - Discuss with members about the PAT Vision, get feedback and be ready to present and vote based on feedback at the November RA
 - Have educators practice Rank Choice Voting on Mock Ballot
- Review your lists of members & potential members
- Continue to have one-on-one conversations with all potential members, and encourage them to join PAT per the Membership Drive
- Post union materials on bulletin boards in the common staff area.
- Distribute materials with all members in your building in both electronic and hard copy form when available.
- Share upcoming canvasses and PAT sponsored events with your site members
- Schedule PAT building rep & school principal monthly check-in meetings for your school.
 - Resources here: <https://bit.ly/patadminmtg>
- Send calendar invites to all reps & your building admin for monthly PAT/PPS check-in meetings.
- Find other members from your site to get involved. There is a place for everybody at PAT. Join the CAT team, or a committee, or even join your rep team!