

## Building Rep February 2025 Checklist

- Continue to collect personal emails & phone numbers from all members at your site.
- If you have not held your rep election, elect reps ASAP & report results on PAT form
  - Inform your administrator of your position as Building Rep if you have not already
- Hold a 10-minute meeting for all union members in February
  - Continue Class-Size committees conversations with admin and affected educators, if you have not already. The next overage count will be on February 18th, reminding members to take a Synergy screenshot on this day .
  - Share and get feedback on Resolution on Bargaining for the Common Good, PDX Renter's Bill of Rights, and Proposed Bylaw Changes from members to bring back to March RA (We will be voting on these items at the March RA)
  - Share with members information from communication survey results
- Choose and report back date of when your site will be holding your Butcher Paper Session
- Fill out Google Form on Butcher Paper Sessions for your site
- Remind members of new Dues Calculation
- Review your lists of members & potential members
- Review your lists of PAT PAC donors and non- donors, make an ask to members.
- Continue to have one-on-one conversations with all potential members including New Members, Coaches and Substitutes. Encourage them to join PAT per the Membership Drive
- Post union materials on bulletin boards in the common staff area.
  - Resolution- Bargaining for the Common Good
  - PDX Renter's Bill of Rights
  - PAT PAC Convention Flyer on School Board Candidates
- Distribute materials with all members in your building in both electronic and hard copy form when available.
- Share upcoming PAT sponsored events with your site members and post them on the PAT board
- 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!