



## **Key Responsibilities of a Building Rep**

- Attending monthly Representative Assembly meetings and reporting information back to site staff.
- Keeping your school's PAT membership at 100% and attending regular rep and organizing training.
- During contract organizing years, I work with the Contract Action Team at your site to activate membership around contract proposals and strike readiness.
- Establish monthly PAT/Admin meetings and attempt to resolve issues with site administrators.
- Organize and lead monthly 10-minute meetings at your site.
- Establish ongoing relationships with fellow PAT members in your building.
- Introduce yourself and other employees to new staff.
- Consistent communication with PTA or PTO.

### **Set up monthly 10 minute-meetings for your school's members**

Two-way communication between you and your members is key to being an effective Building Rep. This starts, but does not end with the monthly school meeting. Checking in with your members in person between meetings is important as well, and many 10-minute membership meetings are often held soon after the monthly Rep Assembly meeting, so delegates can report back to and/or get feedback from their members.

### **Know the Contract**

The more familiar you are with the union contract, the better you will be able to bring violations to the attention of the principal through the monthly Rep-Admin meeting at your school, which you should calendar out at the beginning of the school year. Throughout the year PAT provides contract and organizing training to delegates and other PAT school leaders. Make sure every member in your school has a physical copy of the contract.

### **Make your school 100% Union**

Make your school 100% Union: You will receive a bi-monthly list of people new to your building or others who are not yet PAT members. These lists will help you follow up with people in your building who are not members. Our goal is for 100% of eligible educators at each school and program in PPS to become members.