

Building Rep August 2025 Checklist

- Inform your administrator of your position as Building Rep
- Make sure that each member in your job site knows who their Building Reps are and their personal emails
- Create a 1-to-10 organizing structure/list for your rep team for your site. Share it with all of the building reps at your school/site.
- Collect personal emails & phone numbers from all members at your site.
- If you have not held your election, elect reps ASAP & report results on PAT form
- Check Pre-service training calendar and make sure all contract requirements are present, if not, talk to your principal
- Hold a short PAT School-based building rep meeting to create norms & discuss roles, responsibilities, RA & meeting schedules
- Hold a 30-minute meeting for all union members in August or September (Article 2.5)
- Share QR code of schedule checks with your co-workers so they can check to see if their schedules are not violating the contract
- Review your lists of members & potential members
- Have one-on-one conversations with all potential members.
- Post union materials on bulletin board in the common staff area.
- Distribute materials with all members in your building in both electronic and hard copy form when available.
- Share substitute educator PAT membership sign up forms with all teachers in your building for their substitute lesson plans.
- Schedule PAT building rep & school principal monthly check-in meetings for your school.
- 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!