

## Building Rep January 2026 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 January
  - Continue Class-Size committees conversations with admin and affected educators, if you have not already. The next overage count will be in February.
- Remind members to vote on their President, Vice President, Secretary, Treasurer, Executive Board, OEA RA and NEA RA candidates
- Review your lists of members & potential members
- Continue to have one-on-one conversations with all potential members including New Members, Coaches and Substitutes. Encourage them to join PAT!
- 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 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!