

# Checklist for PAT Reps and Organizers

## September 2017

### For Reps

- Hold a PAT building Meeting (slides provided). Let your administrator know that you will use your 10 minutes PAT time each staff meeting.
- Distribute the materials you received at the September RA.
- Check in with members new to district about their placement on salary schedule. Have them fill out the on-line form if there are concerns.
- Help maintain the integrity of our contract. Encourage Members to check their schedule using the on-line forms provided.
- Notify Members about upcoming events: PAT Picnic, Licensure Workshop, National Board Certification workshop
- Notify Members about Interim Elections for vacancies in offices of PAT Secretary and Executive Board Director. Encourage interested members to run.
- 2<sup>nd</sup> Notice/Complete if uncompleted:**
  - **Return completed Membership Forms:** Make a copy/scan of each form for yourself to use in your building
  - Meet with every educator new to your building – let them know who the PAT Building Reps are. Invite them to become a member if they have not already joined. Invite them to the PAT picnic.
  - Make sure that every Fair Share Fee Payer is engaged in a 1-on-1 conversation about becoming an active member. Ask them to join. (Submit their information sheet with the box checked under membership status to PAT and make sure to keep a copy.)
- Have PAT Rep/Administrator Monthly Meeting.
- Have at least one Rep attend the October RA (October 4, 2017).

### For Organizers

- Ask members to attend the school board meeting on 9/12 at Madison. Pizza will be provided
- Help recruit members to volunteer at Back-To-School events not at their school
- 2<sup>nd</sup> Notice/Complete if uncompleted:**

Make sure your building has a 1:10 system in place. If you need help recruiting additional volunteers, contact Elizabeth Thiel at: pat\_vp@oregoned.org.

*Check the PAT Website for a full calendar of events. Go to [www.pdxteachers.org](http://www.pdxteachers.org)  
Like us on Facebook at Portland Association of Teachers.  
Request Permission to join the closed Facebook group "PAT Discussion Group".*