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.

☐ 2nd Notice/Complete if uncompleted:
  o **Return completed Membership Forms:** Make a copy/scan of each form for yourself to use in your building
  o 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.
  o 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

☐ 2nd 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”.