PAT BUILDING REPRESENTATIVE RESPONSIBILITIES

1. MAINTAIN CONTACT INFORMATION FOR MEMBERS IN YOUR BUILDING
   • Have members update contact information sheets; return to PAT.
   • Collect personal phone numbers and non-work emails. If members do not have one, help them create a free email address.
   • Check rosters for accuracy. Inform the PAT office of changes, including changes in full-time/part-time status, resignations and transfers, contact information.

2. ESTABLISH YOUR BUILDING ORGANIZING STRUCTURE/COMMUNICATION SYSTEM
   • Establish a 1:10 system for communications in your building – one person responsible for ten or fewer members to insure communication with all members on a one-to-one basis.
   • If needed, ask others to help the Reps by agreeing to be a lead (a “1”) for this 1:10 responsibility.
   • Revise your building “phone tree” or “google doc” to add/remove staff and reflect new system.
   • Submit the information to the PAT office and update as necessary

3. ENCOURAGE INVOLVEMENT IN PAT
   • Ask Non-Members to become PAT members in one-on-one conversations.
   • Encourage members to attend PAT and OEA trainings and conferences.
   • Ask members to participate in at least one activity per quarter.

4. CREATE A SYSTEM FOR TWO-WAY COMMUNICATIONS BETWEEN MEMBERS & PAT
   • Welcome new employees and provide them with all PAT and OEA materials.
   • Ask members to share their building issues with you.
   • Attend monthly PAT Rep Assembly meetings.
   • Hold regular ten-minute building meetings. Share materials as needed.
   • Meet with members one-on-one to develop relationships; get to know their issues and values.

5. REPRESENT MEMBERS IN YOUR BUILDING
   • Know your contract.
   • Monitor changes in working conditions in your building and possible contract violations.
   • Know whom to contact for help.

6. MEET REGULARLY WITH BUILDING ADMINISTRATORS
   • Schedule monthly meetings with administration at start of the school year
   • Problem-solve issues before they become grievances. Confront rumors.
   • When necessary, remind administrators of contractual rights.
   • Discuss all issues of importance to members, not only issues that are included in the contract.

7. CONDUCT ANNUAL BUILDING VOTES AND PIE/PAT-PAC DRIVE AS DIRECTED BY PAT.