

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.