Checklist for PAT Reps
October 2018

1st Priority

☐ Hold a **PAT building Meeting** (slides provided)
  - Tell members about PAT elections process, and encourage them to run for open positions.
  - Let people know about upcoming events, committee meetings
  - Collect Issues from the Site to take to your admin meeting

☐ Hold **PAT Rep/Administrator Monthly Meeting**. Bring issues forward from members, use the contract, and report back to members what happened. Reach out to your UniServ Consultant with questions or support.

☐ Have at least one Rep attend the December RA (December 5, 2018).

2nd Priority

☐ Come to New Rep on October 30th: Understanding Workload Language in our Contract. Encourage other members of your Rep Team to sign up.

☐ Come to the Get Out the Vote Canvass, Saturday, November 3rd at PAT.

☐ Help recruit for Engage!

☐ Let your administrator know when you will use your 10 minutes PAT time. You can use 10 minutes on the agenda at each of 15 staff meetings. *(Article 2: 2.4 The Association shall have the right to ten (10) minutes as a scheduled item on the agenda of fifteen (15) of the faculty staff meetings of its choice. This portion of the agenda shall be exclusively for bargaining unit members.)*

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*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”.*