

# Checklist for PAT Reps

## November 2019

### 1<sup>st</sup> Priority

- Have a 1:1 conversation with any non-member at your site:**
  - Consider the best person on your rep team to reach out
  - Make sure they know the benefits of membership, the ongoing goals and work of our union
  - **Invite them to join!**
  - Turn in completed membership forms to the PAT office. Make sure both checkboxes are checked and the form is signed and dated.
- Hold a PAT building Meeting** (slides provided)
  - Share information about PAT Elections and open positions
  - Collect Issues from your site to take to your admin meeting
- Hand out materials** to members at your site
  - Advocate
  - Student Debt Workshop flyer
- 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 for support.
- Have at least one Rep attend the December RA (November 18, 2019).

### Ongoing

- 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.)*
- Schedule regular meetings with your administrator** to discuss issue from your site.

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".