Checklist for PAT Reps
November 2019

1st Priority

☐ Have a 1:1 conversation with any non-member at your site:
  o Consider the best person on your rep team to reach out
  o Make sure they know the benefits of membership, the ongoing goals and work of our union
  o **Invite them to join!**
  o 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)
  o Share information about PAT Elections and open positions
  o Collect Issues from your site to take to your admin meeting

☐ **Hand out materials** to members at your site
  o Advocate
  o 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.

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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”.*