

Importance of Building Contacts

Spring Assembly 2016



What is a building contact?

- ❖ A WVSSPA member that can receive and distribute information for County Executive Committee, State Executive Committee and Staff Representatives
- ❖ Building contacts should be at each site in the county
 - ❖ Schools
 - ❖ Bus Garage
 - ❖ Maintenance building
 - ❖ Central office

Why are building contacts so important?

- ❖ Most frequent complaint we receive from our membership is lack of communication from the County Executive Committees, State Executive Committee and State Staff
- ❖ Keeping members informed shows we are working on their behalf
- ❖ The majority of our members do not check email
- ❖ A state wide mailing is expensive and time consuming

Who can be a building contact?

- ❖ Any member that is regularly in the building
- ❖ Should have access to email, mail and fax
- ❖ Secretaries are the best fit, but don't be limited by that



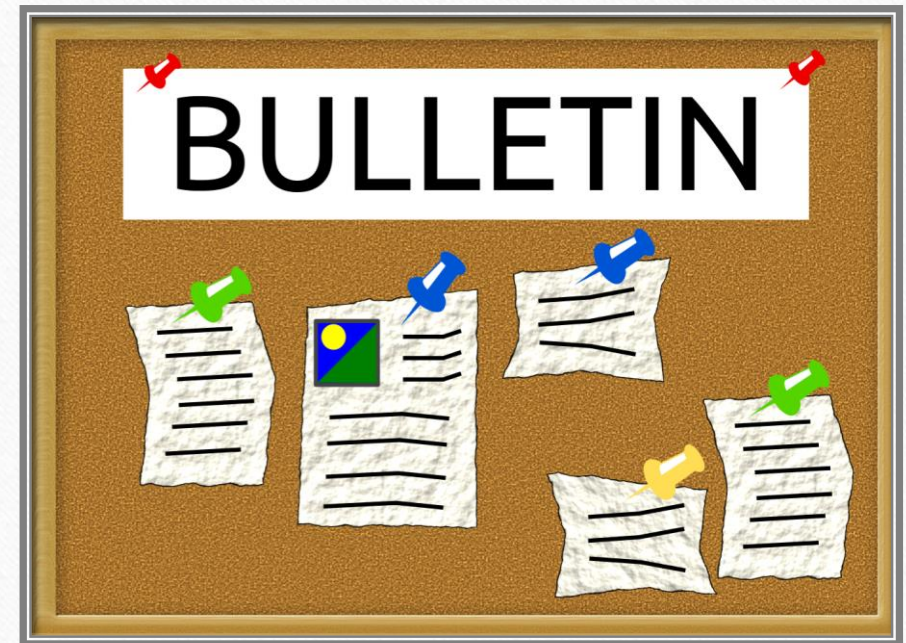
What is expected of a building contact?

- ❖ Receive faxes and mail from WVSSPA
- ❖ Make copies of information, put in mailboxes and post on bulletin boards
- ❖ Give contact information for County Executive Committee and Field Staff



What kind of information should be sent to building contacts?

- ❖ Information on local meetings, state meetings and special events
- ❖ Membership drives
- ❖ Member benefits
- ❖ Legislative updates
- ❖ County news and issues
- ❖ Correcting misinformation



What are our building contacts **NOT** responsible for?

- ❖ You do **NOT** have to take on building issues
- ❖ You do **NOT** have to sit in on disciplinary meetings
- ❖ You do **NOT** have to recruit members (you can 😊)



How do we get started?

- ❖ Local leaders work to identify a member at each site to be a building contact
- ❖ Ask their permission and gather all their contact information
- ❖ Field staff will compile a list of contacts for each county
- ❖ Once the majority of your buildings have a contact, contact Jamie and schedule a workshop.



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