

ASSOCIATION REPRESENTATIVE DUTIES

1. **Attend** monthly MEA AR meetings on the second Thursday of every month (unless notified otherwise). If you cannot attend, please send a responsible substitute in your place.
2. **Relay** the information from the monthly meeting to the members in your building. Do this via a building meeting and through the use of your minutes from the MEA meeting. It is your responsibility to keep the members informed.
3. **Be familiar** with our contract.
4. Handle the MEA **voting procedures** in your building.
5. **Bring** district concerns to the MEA AR meetings. If building issues are not being handled appropriately, bring them to the MEA AR meeting.
6. **Keep in contact** with the people in your building. Know what is going on. Assist members with their problems.
7. **Relay** the facts.
8. **Meet with your principal** sometime during the week before our AR meeting. Keep your principal informed.
9. **Encourage** members to participate in our committees and to attend District 40 Board meetings.
10. **Check your mailbox/email** daily for communications.
11. **When discussing issues** with your principal, remember to protect a teacher's anonymity.
12. **Remember that your role is to improve** the communication in the building.
13. **If attending a meeting** between a colleague and an administrator, you want to ensure that process is being followed by administration. You can ask questions to clarify and take notes during the meeting. Also, if you feel your colleague is saying things that could lead to further issues, please stop the meeting and talk to your colleague in private before resuming. If you feel that the administration is asking questions off topic, you may ask the reasoning behind the questions. Lastly, if you feel that your colleague has been disciplined in an unfair manner, please contact me so I can take the issue to Allendale.