

# What does an HEA building rep do?

*The Building Rep is the liaison between the members in the building and the Association. As Building Rep, you have the opportunity to support your colleagues in a significant way and to organize their potential power. As a building rep, you can join a powerful unified voice in promoting educational professional interests.*

## Basic Responsibilities:

- Listen to concerns of members and engage them in developing problem solving strategies. Be available, approachable and confidential.
  
- Communicate
  - a. With members about the Association's activities, events, services, achievements and developments.
  - b. Relay employee concerns and opinions to Association leadership.
  - c. Answer contract questions
  - d. Hold monthly 10-minute building meetings (\$ budgeted for meetings)
  - e. Hold monthly principal meetings to problem solve, check in, share ideas, and concerns. (\$ budgeted for meetings)
  - f. Post monthly bulletin board, distribute materials.
  
- Support members by answering contract questions and if asked, sitting in meetings with admin. to take notes.
  
- Encourage all members' involvement and participation in the Association.
  
- Investigate concerns or potential problems. Involve the employee in the investigation process.
  
- Enforce the contract. Represent a colleague in a case that could lead to discipline.
  
- Attend
  - a. Monthly HEA Rep Council meeting to ensure you are kept informed of issues (dinner and drinks and lively conversation provided)
  - b. Annual training in fall and a 1 hour "start of school" meeting following new staff orientation in August (\$80 stipend in May.)
  - c. *Optional*~OEA/RA, PIE Convention, Summer Leadership Conference and other opportunities.