

Beginning of the Year Checklist

Preparing for being an effective Building Rep includes developing a plan of action. Here are some things to consider:

- ☐ Inform your administrator of your position as Building Rep, preferably in a face-to-face meeting
- ☐ Assist with local membership materials and return them to your local Association office
- ☐ Find other members to help you
- ☐ Make sure that each member in your building knows that you are the Building Rep
- ☐ Communicate on a one-to-one basis with members
- ☐ Hold a building meeting in September when given your first 10-minute meeting assignment

In your position as Building Rep, there are some basic things you will do on a regular basis to serve as a liaison between your building and the Association:

Annually

- ☐ Attend Building Rep training or advocacy trainings
- ☐ Hold elections in your building and encourage members to participate

Monthly

- ☐ Attend Building Rep meetings
- ☐ Hold 10-minute meetings in your building
- ☐ Conduct meetings with your principal to problem solve building level concerns

Ongoing

- ☐ Post union materials on bulletin board in your staff room
- ☐ Share material in both hard copy and electronic form, when available
- ☐ Report concerns to your local president and local leadership
- ☐ Monitor contract implementation in your building
- ☐ Look for other members who exhibit excellent leadership qualities



Introduction

25 Best Practices to Make You a Better Building Rep

1. Make a person to person, face to face contact with everyone in your building.
2. Always make it a point to welcome new staff and ask them how you can be helpful.
3. Map your building.
4. Hold Ten-Minute meetings in your building on a monthly basis.
5. Distribute up to date information about union, local and state issues.
6. Learn about the issues that are important to your members by listening to them on a regular basis.
7. Respect the sincerity and opinions of every member.
8. Always look for ways to advocate for, rather than judge your members.
9. Treat everyone equitably regardless race, sex, creed, sexual orientation or political belief.
10. Asking members to help you is a key to success.
11. Work to build solid foundation of increasing involvement and ongoing growth.
12. Stick to timelines related to any grievance.
13. Never accept rumor as fact. Investigate the source so you can evaluate the validity of the issue.
14. Always keep in communication with a member who has filed a grievance.
15. Always partner with a member who has an issue that needs to be solved.
16. Ask for help and advice. Always be willing to say, "I will find out."
17. Follow up is everything.
18. Listening and empathy go a long way in most circumstances.
19. Keep your word. Deal with all issues fairly and without bias.
20. Always consider the confidentiality of your conversations with members.
21. Remember you are a peer to management when representing members.
22. If you are respected by your peers, management will respect you.
23. The union is reflected in your representation.
24. Every member has a right to have an OEA representative in a meeting with management.
25. Every member has a right to representation from OEA.

