

Tips For A Building Rep Meeting With The Administrator

(Monthly Rep/Administrator Check-In)

Preparing For The Meeting:

- Hold monthly 10-minute meetings and informal conversations with staff.
- Make a list of successes and concerns.
- Do not include individual problems unless you have the member's permission.
- For each problem area, list a solution that complies with the contract.
- Create an agenda for both parties to take notes.

Meeting With The Administrator:

- Set up a regular time to meet each month, immediately after Building Rep or UniServ meeting. It is good to schedule them in advance at the beginning of the year.
- Don't overload the meeting agenda. Include no more than a couple of issues.
- Take the initiative at the meeting:
 - Discuss each problem area and ask for a solution
 - Stay focused
 - If you cannot get resolution on an issue – go on to the next one
- At the end of the meeting, orally summarize the results of this meeting with the administrator.

