

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.