

ROLES, RESPONSIBILITIES, DUTIES OF ASSOCIATION REPRESENTATIVES

SEA-Organizing for Power and Shared Purpose

Association representatives wear many hats. Sometimes they are organizers, sometimes they are liaisons between members and administration. One of the Association Representative's main responsibilities is organizing. The Association Representative acts as a go-between, passing communication from the rank and file members to SEA elected leaders.



1 ORGANIZE AND ADVOCATE FOR SHARED PURPOSE IN YOUR BUILDING/DISTRICT

- Set the expectations around union culture and engagement in your building
- Advocate for contract terms and fair process
- Identify deeply felt issues from members for which they will take action
- Work with your AR team to coach members to find their voice
- Work with members to devise strategies for making change through action
- Sort concerns and issues-what is a grievance vs gripe

2 BUILD RELATIONSHIPS

- Get to know your members/potential members
- Map your relationships in the building to understand member/potential member networks.
- Build a team with your fellow reps including department reps (Para/SAEOP) in the building
- Promote and seek unity with colleagues

3 MEMBERSHIP MATTERS

- Sign up/greet new members in your building
- Ensure all SEA members have their red SEA shirts
- Make the membership ask early or as soon as the potential member is working on campus

4 HOLD MONTHLY/REGULAR BUILDING MEMBER MEETINGS

- Keep members informed of SEA information and actions
- Identify members to assist Association duties

5 HOLD MONTHLY/REGULAR PROBLEM-SOLVING MEETING WITH YOUR ADMINISTRATORS

- Address building-wide issues
- Share information from SEA rep assemblies

6 PARTICIPATE IN MONTHLY REPRESENTATIVE ASSEMBLY MEETINGS

- Share what you learn at the RA at your monthly member meetings
- Share the priorities of the members in your building with the wider union membership in order to help shape and guide union priorities

KEYS TO SUCCESS!

- Introduce yourself-create a structure to effectively communicate with members
- Create "office hours" or establish routine meeting times and informing members who the reps are.
- Personally welcome new hires
- Post your name, room number, and times available in staff room
- Create and maintain a SEA membership list with home emails and numbers
- Post a copy of the contracts in the staff room (Cert, SAEOP, Para)
- Take notes, keep records, and create necessary paper trails
- Keep SEA leadership and staff involved

AR checklist

- ✓ Current building list with home emails, cell phone numbers, and clearly indicate who is a union member and who is not.
- ✓ Put monthly meeting on your calendar
- ✓ Schedule and inform colleagues of SEA "10-minute meetings" each month.
- ✓ Set up a home email system/list to communicate SEA information to your colleagues

Resources:

SEA Website: www.seattlewea.org

Contracts: <https://www.seattlewea.org/contracts/>

Facebook: <https://www.facebook.com/SeattleEA/>

SEA Text Updates: Text SeattleEA to 41411