

Building Representative Duties

1. Regular attendance at General Membership meetings.
 - a. General Membership meetings are held monthly, the fourth Tuesday of each month, except December and June, beginning in September. There are a total of 8 meetings.
 - b. Building Representatives will sign in when attending General Membership meetings. A sign-in sheet will be available from either the Secretary or the President at the beginning of all General Membership meetings.
2. Regular attendance at Building Representative meetings.
 - a. Building Representative meetings are held 4 times throughout the school year. A schedule of the meeting will be sent to each Building Representative at the beginning of each school year.
 - b. Building Representatives will sign in when attending Building Representative meetings. A sign in sheet will be available from either the Secretary or the President at the beginning of all meetings.
3. Scheduling and holding regular Building Level Union meetings.
 - a. Building Representatives will schedule and hold Building Level Union meetings on a monthly basis. These meetings should be held on the Third Monday of the month, or at another time that is convenient for the members in the Building. This could be either before school, at lunch, or after school.
 - b. In lieu of Building Meetings, Reps should regularly communicate with their members, either through email or newsletter. Copies of the communications should be sent to the DFT office when they are sent to members.
 - c. Building Representatives shall submit to the DFT office the meeting agenda, along with comments and/or questions raised by members, as soon as possible after the meeting is held.
4. Meeting with Building Administrator
 - a. Building Representatives should meet on a monthly basis with Building Administrator. These meetings should be used to discuss concerns brought to Building Rep from members. Meetings allow for the free flow of ideas, opening line of communication and potentially the initial grievance step.
5. Conduct Building Rep elections in May of each year.