



POLK EDUCATION ASSOCIATION
Building Representative Job Description
What you need to do to be a successful PEA Rep

Preamble

Building Representatives are the backbone of our union, the Polk Education Association. As such, the following duties and responsibilities are bestowed upon them as the duly elected representatives for their worksite.

Duties and Responsibilities

- **Must be a PEA member in good standing**
- **COMMUNICATIONS AND RELATIONSHIPS ARE KEY!**
 - Present a positive image of PEA and our union values
 - Establish open and consistent communication with members
 - Attend monthly Representative meetings
 - Hold 10-minute monthly meetings on site and in a timely manner
 - Introduce yourself as the Building Representative, throughout the school year, especially to new staff
 - Monthly meetings with site administration
 - Actively engage members (incentives, events, invite to member meeting, etc.)
 - Maintain PEA bulletin board with relevant and accurate information
 - Distribute PEA material and information as needed (place in mailbox, etc.)
 - Contribute to open communications with multiple elected building representatives at your worksite, if applicable
 - Maintain a level of confidentiality of members
 - Communicate with other building representatives, assigned Executive Board liaison, PEA Service Unit Directors, and elected Leadership on necessary issues
- **Strengthen Our Union through Membership Power**
 - Assist potential members in joining PEA
 - Review and updates member list on monthly basis
 - Develop and maintain a plan for organizational and membership goals at your school
 - Educate members of the PEA organizational hierarchy and organizational chart
- **Member Representation**
 - Maintain working knowledge of Teacher, Paraeducator and ESP contracts
 - Know Weingarten Rights
 - Know the Grievance Procedure
 - Represent members in appropriate meetings
- **Contact the PEA Office if you need assistance with anything!**
 - 863-533-0908
 - polk@floridaEA.org