

FOURTEEN EASY STEPS FOR SUCCESS AS A FACULTY REP.

1. **Attend** Representative Council Meetings regularly. If you are unable to attend a Representative Council Meeting appoint/coerce an alternative member to attend in your place.
2. **Communicate** information and current issues pertinent to members.
3. **Arrange** regular meetings at the site for effective exchange of communication.
4. **Distribute** (or **Post** as appropriate) informational fliers and materials, such as; Association Newsletters, Report Cards, Bargaining Updates, Organizers, etc.
5. **Listen** to unit members and make **note** of their concerns.
6. **Gather** faculty opinion/concerns and report back to the Association at the next Representative Council Meeting.
7. **Contact** non-members/new teachers, get to know them, **ask** them to join.
8. **Maintain** an eye-catching Association bulletin board on important, current information.
9. **Provide** resources for building members to solve employment-related problems.
10. **Assist** in resolution of building level complaints.
11. **Be available** to accompany teachers who may need representation in conferences.
12. **Refer colleagues** to appropriate people who can handle their concerns. (Refer to resources contained within this manual.)
13. **Utilize** Association Leadership and the Uniserv Executive Director for information and problem solving.
14. **Delegate** tasks/don't hesitate to ask other members to help you. Encourage others to become involved, active members.