



Association Representative Job Description

You Are an Advisor

- Be familiar with the programs and services offered by your state affiliate.

You Are a Contract Enforcer

- Attain a working knowledge of your contract's provisions to be able to advise a member whether or not a concern can be dealt with through the grievance procedure. In particular, know the grievance timelines and never miss them!
- Become knowledgeable about District policies so that you can advise members about their concerns.
- Educate the members in your building about the provisions of the contract and District policies.
- Maintain alertness to identify potential violations.
- Be available to initiate correcting of violations through informal discussions or the grievance procedure.

You Are an Organizer

- Promote and maintain membership in your building.
- Identify members who should become active in the local.
- Encourage members to take an active role in the Association.
- Plan and conduct short, interesting, and productive meetings of the members for whom you are responsible.

You Are a Communicator

- Maintain two-way communications between the membership you represent and the local Association.

Roles of the Association Representative

You Are a Problem Solver

- Identify problems at the early stages.
- Collect information relative to problems.
- Suggest possible strategies to solve problems.

You Are an Advocate

- Be the chief proponent for a strong, unified profession that stands together in solidarity.
- Support and defend the rights of members without making personal judgments or decisions.
- Help guarantee each member's due process rights. From time to time, this will involve arguing for the rights of a member in front of the administration.

You Are an Association Policymaker

- Attend and take an active role in the governing body of the Association.

You Are a Leader

- Become the voice of the Association.
- Be concerned, informed, and helpful.
- Report to your members the activities and concerns of the union.
- Represent your fellow members in the decision policy-making process of the union.
- Attend available training sessions offered by GEA to improve your skills and abilities.
- Report, as necessary, to the president.

Above all, remember that you are not alone! If there is anything you are uncomfortable with, or questions you have, please do not hesitate to call the GEA Office at (801) 266-4411.

You can also email: Mike.McDonough@myuea.org, Starleen.Orullian@myuea.org, or Cindy.Formeller@myuea.org