

TIPS FOR BEING AN EFFECTIVE ASSOCIATION REPRESENTATIVE

Alpine Education Association

January 2022

1. Be the first person to welcome new employees to your school.
2. Establish relationships with everyone!
3. When conversing with a prospective member, be persistent, but not forceful (don't have people avoiding you).

4. Celebrate new members:

Turn in applications quickly and supply new members with important information to enable them to immediately take advantage of membership benefits.

Email all the staff to celebrate new members.

Celebrate them at faculty meetings.

Put their names on the Association Bulletin Board.

5. Make certain you keep your members informed:

Always provide latest information via hard copy, email, text, etc. When forwarding an email or electronic info, always include a positive, personal message with a reference to our associations.

As appropriate, forward to the whole school so the nonmembers are continually reminded of everything the AEA, UEA, and NEA are doing on their behalf.

Keep the Association Bulletin Board up-to-date, and refer people to it on a regular basis.

Encourage members to participate in association activities.

6. Your administrator is NOT your adversary:

Building a strong relationship with your administrator(s) is every bit as important as those with your colleagues.

Work collaboratively to be more productive. It ensures a positive working environment.

7. Be positive:

Don't sugar-coat important issues, but make an effort to present them in positive ways:

Association Representatives work collaboratively with administrators.

The AEA works collaboratively with the Alpine School District.

UEA works collaboratively with the Utah Legislature.

8. Emphasize Association accomplishments, not always what we are fighting against.

9. If you say you are going to get information or do something, follow up timely.

10. Be the person are comfortable going to (even nonmembers) to get advice:

Be professional and keep everything confidential.

When a nonmember comes to you with a problem, give very general, limited advice as a courtesy, but never obligate the AEA. Refer them to the AEA.

Tactfully explain the benefits of membership and that joining after a problem arises won't get them the help they need.

11. Develop your own style. The more comfortable you are the more successful you'll be.

*Compiled from information included on the Utah Education Association website.