

# Alpine Education Association Representative Job Description

Attend the Alpine Education Association Rep meetings (see Rep meeting schedule). If you are unable to attend, arrange for the alternate to represent your school.

Conduct a monthly Alpine Education Association meeting for members in your building to share the Association information. (See "How to hold a 10 minute meeting" flyer.)

Represent colleagues in your building when asked. Call the Association for assistance when you feel it is needed. (See "Checklist for Handling Problems" flyer.) Listen, communicate, and follow-up with concerns. Call and inform your Association President or Alpine UniServ Office (801-224-2055) of concerns and questions.

Distribute the Alpine Education Association material and information to members in a timely manner after Rep meetings.

Familiarize faculty with the Contract Agreement, make members aware of the Alpine School District Certified Employee Agreement Booklet, and learn how to find the information on the District website.

Conduct the Alpine Education Association elections at your school and return ballots to the Alpine UniServ office. Show the faculty how to conduct UEA elections on-line.

Assist in the recruiting of non-members to join Alpine Education Association. Call the Membership Chair or ask Alpine UniServ for assistance, if needed.

Help the Association locate participants for committees, phone banks, political campaigns, and other short-term activities.

**BE PROFESSIONAL. RESPECT OTHERS. AND NO TRASH TALK!**

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