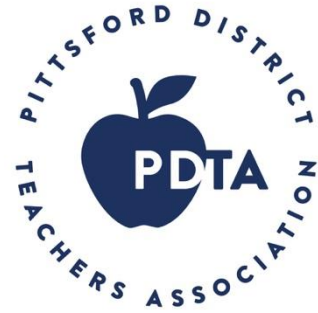


# PDTA Assistant Building Representative



## Qualities:

- Trustworthy
- Confidential
- Responsible
- Professional
- Reliable/dependable
- Problem solver
- Friendly
- Organized
- Good listener and communicator
- Hard working/can get “stuff” accomplished
- Respected by various stakeholders
- Knowledgeable about the benefits of union membership, and is willing to speak to others about our union
- Committed - aligned with the purpose and direction of the union

## Responsibilities:

as a leader are:

- a) assisting faculty members with problems or concerns affecting their professional lives
- b) assisting the Building Representative as needed
- c) assisting the Political Action Committee Volunteer in your building:
  - attending Political Action Committee meetings when scheduled
    - for example, the PDTA Kick Off meeting for VOTE-COPE campaign
    - co-facilitating *your* building VOTE-COPE campaign kick off
  - communicating (ensuring communications are emailed in a timely manner)
  - finding people, along with building volunteer, for rallies & phone banks
- d) representing the membership at all PDTA building meetings
  - **monthly:**
    - **PDTA Representative Assembly**
    - **Meeting with principal**

as an organizer are:

- a) promoting organizational growth in the school through involvement in elections and meetings;
- b) keeping the organization's actions, programs, and available services visible and accessible to building members

### **Training and support systems:**

- Local PDTA training
- Regional NYSUT training – one to two days in August
- Negotiations conference – once yearly in Rochester
- NYSUT Leadership Institute
- Building Representative and other Assistant Representatives
- Former Building Representatives and Assistant Representatives
- Representative Assembly
- PDTA President

### **Compensation:**

- [Click for current list of stipends](#)