

What does a GTA Site Representative do?



Representative Council Duties

- Attends Representative Council Meetings and takes accurate notes.
- Serves as the official channel through which communication and publications can be easily transmitted between the Association and Site Bargaining Unit Members. Creates, maintains, and initiates association member communication systems.
- Discusses important issues and presents the views/input of the bargaining unit members at their site with the Representative Council and/or Executive Board.
- Participates in and is supportive of GTA sponsored meetings and activities.

At your worksite

- Conducts monthly meetings to share information and materials to your site bargaining unit members and to encourage participation in association programs.
- Maintains association bulletin board at school site.
- Conducts regular site elections and polls of the membership.
- Educates and answers questions for bargaining unit members about their rights and our contract.
- Strives to improve work conditions and defends members' rights. Knows who to call for assistance within the association.

Member Engagement Duties

- Contacts new bargaining unit members at the beginning of the school year. Educates unit members about the benefits of belonging to the association. Asks them if they need assistance with their membership registration.
- Recruits new members and new leaders. Uses a "buddy system" to pair up new and "veteran" staff to support one another.
- Maintains site unit member contact information and relays that information to Membership Committee Chair

Duty of Fair Representation – 1st Line of Defense

- Knows Weingarten Rights and the contract (particularly the grievance procedure)
- Represent members in meetings that could lead to disciplinary actions. Takes accurate dated notes, collects relevant paperwork, professionally supports and assertively defends members' rights during meeting. Attempts to resolve issue without any disciplinary action. Contacts Association President for support as soon as possible and shares all notes.
- Investigates possible grievances and contacts the Association president with findings.
- Maintains all notes, emails and other communication in any case in an organized manner.