

Top 6 Responsibilities of Building Representatives

1. **You represent your entire building**, which includes all teachers, nurses, teacher assistants, school counselors, psychologists, therapists, and therapist assistants. As a union representative it is your job to inform and solicit feedback from **all** of our members so that you can make well informed and balanced decisions. We can not make every member happy all of the time, but none of our members should ever feel alienated or ignored by elected union representatives. As a representative, you may occasionally be asked to serve on district-wide or special committees.
2. **Fill committee and cabinet positions with representatives from your building.** From hiring committees to cabinet position, our members do a lot of good work. It is the responsibility of building representatives to fill these vacancies. Here are some guidelines for filling vacancies on committees:
 - A. Post all vacancies so that all members in your building have an opportunity to volunteer. A building e-mail notification is acceptable.
 - B. Hold building elections using secret paper ballot when there are numerous volunteers for a limited number of committee or cabinet positions. BCTA building reps. must go through the election process. A building rep. may not simply appoint themselves to a committee when more people are interested than positions available.
 - C. The results of building elections should be tabulated by at least two individuals who are not participating in the election. These individuals do not have to be building reps. These individuals should be responsible for collecting all secret ballots in person or in their school mailbox. Make sure a clear deadline (date and time) is stipulated for all building elections.
 - D. It is important to remember that only tenured teachers can serve on hiring committees.
 - E. In addition, only the BCTA has the right to appoint union members to positions on committees or cabinets, not administrators.
3. **Hold monthly B.C.T.A. building meetings.** At least once a month you need to hold a building meeting to inform your members of issues discussed at representative council and to solicit information from the members in your building that representative council will use to make decisions. In addition to holding meetings, you will often have to distribute information to members in your building, hold elections or votes, implement surveys, and make special announcements about union and district information.
4. **Attend monthly B.C.T.A. Representative Council Meetings.** These meetings are usually held the 3rd Thursday of each month at the B.C.T.A. headquarters located on the 3rd floor of 215 Delaware Avenue in Delmar. The representative council is the voting body of the B.C.T.A. At these meetings, you will discuss and vote (using Roberts Rules of Order) on issues that effect our members and most importantly the buildings you represent. These meetings also serve to communicate and distribute information to our members. The structure, powers, and responsibilities of the Representative Council can be found in the B.C.T.A. Constitution and Bylaws found online at bctaonline.org.
5. **Protect our members.** Every member has the right to union representation. It is your responsibility to make sure that your members are represented properly. When in doubt, tell them to remain silent (Cadet Rights) and call the B.C.T.A. President. Even if you disagree with the member, it is your job to protect the process and make sure all members are dealt with fairly.
6. **Attend School Board Meetings.** Every building is assigned a month(s) to cover school board meetings. It is your responsibility to attend your assigned meeting and be prepared to report back important information at the next representative council meeting. See BCTA Meeting Schedule for your buildings assigned dates.