

*This document has abbreviated information about the Site Reps role. This is by no means an exhaustive description or directive. Refer to FTA, your training, or Site Rep binder materials for more detailed information. \*Remember that as a site rep, you are entitled to have 10-minute meetings at your site at the end of staff meetings. Ask your principal to put FTA on the staff meeting agenda.\**

## **Role of the FTA Site Rep**

### **What Role do Site Reps play in the Fontana Teachers Association?**

Each school site may elect one Rep and an alternate at their site. The Representative Council meets once a month and an active site will send all of their elected reps ensuring that their voice is heard and that they have the number of votes needed to pass or defeat a motion. Site reps hold meetings as needed to keep their members informed, receive feedback and learn of new issues from their local members, and decide the course and direction for the association. Site reps also provide counsel and resources one-on-one to members at their sites:

#### **Site Level:**

Site Reps hold meetings, as necessary, either at the end of their staff meetings, before/after school, or at lunch. **Times of meetings outside of staff meetings (lunch/prep) need to be agreed upon by the site membership.** At the meetings, there are a variety of things Reps can do. They can share out Rep Council notes and updates, answer members' questions, receive feedback from members, gather information on an issue the site is facing, etc. They also help to solve grievances and provide background information to their director. They represent members in meetings with principals and also provide information to their members by placing newsletters and bulletins in mailboxes or sending out an informational email.

**Reps should receive a binder with more formal instructions on the position and how to represent their members. In addition, there is a yearly Site Rep training.**

#### **Weingarten Rights** "A right not asserted is lost!"

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my Association Representative be present at the meeting. Without representation, I choose not to answer any questions."

#### **Association Level:**

Each month, Reps meet at Rep. Council. At the Rep. Council meeting, the Reps. discuss issues, ideas and solutions; make motions; debate those motions; and vote to pass or defeat those motions. Usually the motions are created to make policy (taking a stand on

something or creating language that will allow the union to take a stand on something in the future.)

**The Revolving Cycle:**

The Site Reps continue to bring information back to their sites and present the information. Debate may continue at the site and, if warranted, they can send their reps back to the next meeting to revisit an issue, bring up a new issue, etc. The cycle continues....

**An organized association relies on the commitment of Reps to attend each and every meeting and relay any relevant updates, news or upcoming events. Uphold the strength of your position by representing the union well and supporting your site members with integrity. It is your duty to share relevant information with your site representatives.**