

# *Alpine Education Association Representative Job Description*

*Attend the AEA Rep meetings (usually the first Monday of each month during school). If unable to attend, arrange for an alternate to represent your school.*

*Conduct a monthly AEA meeting for members in your building, share information you receive at an AEA Rep meetings.*

*Represent colleagues in your building when asked. Call the Association for assistance when you feel it is needed. (See Problem Checklist)*

*Distribute the AEA material and information to members in a timely manner.*

*Listen, communicate and follow-up with concerns. Call and inform your AEA President or Bonneville UniServ office (801-224-2055) of concerns and questions.*

*Familiarize faculty with the Contract Agreement and support compliance at all times.*

*Conduct the AEA/UEA elections at your school and return ballots to the Bonneville UniServ or UEA office by the due date.*

*Assist in the recruiting of non-members to join AEA. Call Membership Chair or other faculty members for assistance, if needed.*

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