

Provo Education Association Representative Job Description

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

Conduct a monthly PEA meeting for members in your building, share information you receive at a PEA Rep meeting.

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

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

Listen, communicate and follow-up with concerns. Call and inform your PEA 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 PEA/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 PEA. 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