

FEDERAL WAY EDUCATION ASSOCIATION

FWEA ASSOCIATION REPRESENTATIVE ELECTIONS

Our ARs are the backbone of our Association! Here are some of the qualities of an FWEA Association Representative:

- ✓ **Confidentiality!** is and must be your first priority as a representative! You're representing, a fellow colleague or our collectively bargained agreement. You're there as a representative of the 1700 members of FWEA, which is different than your role as a staff member
- ✓ Good representation for all levels/areas of the building.
- ✓ **Well respected** by FWEA colleagues at the site
- ✓ Have the ability and willingness to express the opinions of staff in a respectful, honest manner
- ✓ Ability to listen to members and have a pulse on the building
- ✓ Able to communicate well with others regardless of differing opinions
- ✓ Able to follow-through on tasks

Duties of an Association Representative:

- ✓ Attend our monthly Association Representative meetings at the WEA HQ building in Federal Way (Sep.-Jun.)
- ✓ Conduct monthly 10 minute FWEA meetings at your site. In addition to any matters at your school, FWEA Leadership creates a quick powerpoint to support.
- ✓ If 10 minute meetings are held when ESPs cannot attend, please individually loop them in
- ✓ Support the Building Action Team structure, aka BAT team (2-way communication)
- ✓ ARs create an email list of your site's FWEA members
- ✓ One AR appointed to forward ALL information from FWEA to your members
- ✓ May be called in to represent a member for disciplinary action (responsible for taking confidential notes during the meeting. This person is not responsible for entering into the conversation. They are simply there to take notes and ensure rights are respected).
- ✓ Hold Association Representative elections in the building (Spring).
- ✓ Be familiar with the collective bargaining agreement for ESPs, Athletic Coaches, and certificated FWEA members. You do not need to be a contract expert. You need to be willing to look up a question in the collective bargaining agreement, and be willing to contact another AR, Executive Board member or FWEA Advocacy Team for support.
- ✓ Meet monthly as the AR team with principal (aka "check-ins"). Sites that hold these collaborative conversations on a regular basis have far fewer issues arise during the school year than those that don't.
- ✓ Let FWEA know when major events are occurring that impact members and students. This includes district changes that impact members, discipline, student/staff tragedies, etc.
- ✓ AR Teams support, facilitate and/or lead the consensus process for shared decision making in the building as outlined in the CBA