

## MDEA Site Representatives

<h1>MISSION</h1>	Maintain and improve the quality of education Protect the rights of members at your site Work to improve working conditions and terms of employment
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<ul style="list-style-type: none"><li>• Represent members at your site during disciplinary meetings</li><li>• Assist members in recognizing contract violations and filing grievances</li><li>• Stand with members in objecting to disrespectful actions by administration</li><li>• Stand with members in advocating for positive change</li><li>• Participate in Monthly Rep Assembly</li><li>• Collect email addresses and phone numbers</li><li>• Conduct Monthly Meetings</li></ul>	<h1>Functions</h1>
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### Responsibilities

1. Introduce yourself and have personal conversations with your members
  - a. What are their concerns?
  - b. What are their hopes?
  - c. What are their values?
2. Provide MDEA leadership with information from your site
  - a. File grievances. If you are not sure, call or email [MDEA@OurMDEA.org](mailto:MDEA@OurMDEA.org)
  - b. Complete monthly site report. Let us know about issues that are causing distress.
  - c. Your votes at the Rep Assembly should be informed by discussions you have had with your members, especially on topics related to bargaining, arbitrations, and the budget.
  - d. Identify future leaders.
3. Provide your members with information from MDEA, CTA, and NEA
  - a. Hold monthly meetings
  - b. Distribute literature immediately
  - c. Remind members of approaching contractual timelines and important contract articles
  - d. Know the site time for your site
  - e. Educate your members of their legal right to representation in meetings with administrators. If they are in trouble, they should see you first and not speak with administrators until they have our advice. When in doubt, call the MDEA office (925) 676-4664.
  - f. Encourage members to attend MDEA activities, such as rallies, phone banks, and barbeques.
  - g. Maintain the MDEA bulletin board