

# **PFT BUILDING REPRESENTATIVE**

## *Duties and Responsibilities of the Building Representative*

1. To chair all chapter meetings which he/she shall call at his/her discretion or at the request of one-third of the members of the chapter.
2. To chair all joint meetings held with the building committee and administration.
3. To be responsible for the PFT bulletin board in his/her school.
4. To process all concerns when requested by members in keeping with the terms of the contract.
5. Communicate with the PFT Staff Representative when additional assistance is needed.
6. To attend or send an alternate to all district meetings, regular and special membership meetings, and any other meetings he/she is requested to attend.
7. To see that his/her school is adequately represented at all meetings.
8. To be responsible for the distribution of all information from the PFT office to members in his/her school.
9. To take final responsibility for recruitment of new members in his/her school and for maintaining existing members in good standing.
10. To see that a building committee is elected, organized and functioning.
11. To serve as a member of the building committee.
12. To take responsibility for the conduct of all elections held in his/her school, except for contract waiver votes.