

Building Representative Job Description

Job Title: Building Representative

Description of Duties:

Will function as the union leader at the worksite by:

- Actively serving on the Instructional Leadership Team, including as co-chair, when possible;
- Identifying workplace problems, including those involving professional issues and mobilizing members to solve them;
- Conducts monthly chapter meetings at the worksite either by speaking at existing staff meetings or by calling special union meetings to both speak and listen to employee concerns;
- Presenting level one grievances for members in their building or unit;
- Asking all employees personally at least once per year to become involved in a specific union activity;
- Organize and lead CART Teams in their worksite;
- Recruiting potential members to join CFT/CFOP;
- Conduct election for ILT members (where contractually required);
- Actively participating in August training session;
- Actively participating in 3-4 BR meetings per year as well as General Membership meetings;

Support and Supervision

All Building Reps will serve under the guidance of an Area Coordinator who will serve as a coach and guide to their role as BR's. Reps and Area Coordinators will communicate at least monthly at a mutually convenient time, by phone or in person, to discuss workplace issues, the BR's development as a worksite leader and other matters of concern.

Every Building Representative will receive a manual containing detailed information on the contract, elections, grievance handling and the ILT and many other topics of interest.

All BR's will receive ongoing training as required.

Knowledge, Skills and Abilities Required

Personal integrity, high level of professional performance, good level of interpersonal skills e.g. comfort in speaking with colleagues and managers; basic knowledge of worksite issues, managers and workers and especially, a willingness to learn.

Time Commitment

Most BR's can perform their duties in 1-3 hours per week.

Location

Primarily at the worksite where currently employed with some attendance at Union meetings or elsewhere.

CFT/CFOP POLICY ON BUILDING REP DUTIES AND ELECTION

A CFT/CFOP representative shall be elected annually, by secret ballot, during the spring by the CFT/CFOP members in each school or unit

BUILDING REP JOB DESCRIPTION

- BR attends general membership meetings;
- BR attends August workshop and other BR meetings (3-4/year);
- BR conducts Chapter meetings and speaks for CFT at staff meetings;
- BR organizes the election of the ILT (where this contractually applies);
- BR presents Level One grievances for the building or unit;
- BR serves on the ITL

ELECTIONS

Step 1 – Every member will receive a BR job description with tear-off on the bottom. Any member not interested in being on the ballot will return the tear-off to the BR by a specified date. Otherwise, their name will be listed on the ballot.

Step 2 – BR's will choose one day for election, announce time, date, place of election at least one working day in advance, print ballots listing all members' names who did not return the tear off, provide security for ballots/ballot box, secure two (2) observers for ballot counting and announce the newly elected BR.

Step 3 – CFT/CFOP will receive the results from current BR with the signatures of the two CFT/CFOP who witnessed the count, certifying the election results.

If an election is contested (more than one candidate seeking the BR position), the chapter may appoint a member (or committee) other than the incumbent BR to conduct the election.

In the event that there is a tie, the names of the tied candidates shall be placed on a second ballot and a run-off will be held by a specified date.

In the event of a challenged election result, an appeal in writing must be received by the Director of Organization within 15 working days of the BR election. The person(s) making the contention, the BR and two witnesses will appear before the current CFT officers to make their arguments. The officers' decision will be final.

Every CFT/CFOP member in good standing as of April 1 shall be eligible to vote and to be a candidate for BR.

Original adopted by membership April, 1983

Revised and approved February 11, 1987

Revised and approved October 12, 1988