**Oak Harbor Education Association**

**Acceptance of Representative Council Expectations**

**Declaration:** By my signature immediately below; I (type or print name)

acknowledge that I have received, read, understand, and will comply with the provisions of the Oak Harbor Education Association’s Representative Council Expectations.

Signature Date: September 24, 2013

My position/title in the Association is Building Representative representing

BVE CHE HCE OHE OVE NWMS OHMS OHHS Midway CVE Special Programs

As a Building Representative, I agree to

1. Attend all Rep Council meetings. If I am unable to attend or attend meetings in their entirety, I will notify the president. Notwithstanding unforeseen circumstances, I will plan on arriving within 15 minutes of the start of meetings and remain until the scheduled end.
2. Communicate with my designated members a few days before each Rep Council meeting. I will ask if there are any questions or issues that need to be raised at the Rep Council meeting. I will reference where on our website my members can find the agenda and minutes, and other information that is current and important.
3. Communicate with my designated members a few days after each Rep Council meeting. I will give my members a brief report of what happened at the Rep Council meeting. I will attach the minutes (or cite where at our website my members can find the minutes), any handouts we might have discussed at the meeting, or links to current reports or information at our website (such as School Board or UniServ reports). I will include the president as an email recipient to my reports.
4. Work with my site’s other Building Reps to set up a meeting schedule with my site’s administrator for periodic Building Rep/Administrator meetings. I will communicate with my specific group—both before (what are the issues?) and after (what was the outcome?) site Building Rep/Administrator meetings.
5. For work sites with more than one Building Rep, I will work with my site’s other Building Reps to assign each member at my site to one of our Building Reps, so that each Building Rep has a specific group and each member has a designated Building Rep.
6. Read and, if necessary, respond to OHEA emails—including those sent to my home email address.
7. Use an OHEA email signature when communicating in my OHEA role.
8. Be knowledgeable of the OHEA website so that I can answer member questions.
9. Utilize the appropriate Exec Board member as an additional resource. I will keep Exec Board members and/or Officers informed and involved in issues appropriate to them.
10. Join the OHEA FaceBook page, if possible.
11. Obtain a gmail account, if possible. I will help maintain the Rapid Response Chart, preferably on Google Docs.
12. Join WEAPAC, if possible.
13. Take or obtain pictures of my members working to share on the Association’s website and Facebook page, if possible (respecting FERPA guidelines and individual preferences).
14. Not bring children to governance meetings.