



## Pittsburgh Federation of Teachers

### DFT Building Representative/Committee Checklist

**Thank you for the important work you do as a PFT Building Representative!**

#### **Election and Representation:**

How long has it been since you have had a building rep election? Can your school support a professional rep and a paraprofessional rep? Are others interested in serving as a rep or serving on a committee? Do you need a PFT Staff Rep to help with the election?

#### **Outreach:**

Introduce yourself to all new staff members --- give all new professionals, paraprofessionals, and technical-clerical employees a [membership application/Commit form](#). Send completed forms to the PFT in the postage-paid return envelopes provided. Check to see if everyone on the staff signed a Commit form and have submitted it to the PFT.

#### **PFT Staff Involvement:**

Contact your PFT Staff Rep (Harold Grant or Bill Hileman). Plan and schedule a meeting with your staff and your staff rep or a virtual "[Breakfast with Nina](#)."

#### **Labor Day Parade and Picnic:**

*A Pandemic Can't Stop The PFT!* Visit [PFT400.org](#) for information on how we're supporting Labor with a food drive, Food Bank Cash Fundraiser and Labor's Weekend of Service!

#### **PFT Building Committee:**

**Schedule your building committee meetings with your principal for the year.** The meetings are usually held after/before the workday – but some principals are amenable to planning them during ESEP time. Plan for your union meetings with members and reps to discuss your PFT Building Committee agenda and/or discuss union issues.

#### **Contractual Committees:**

If not already in place, meet with your principal to establish an **Instructional Cabinet** and a **Discipline Committee**. A building representative should be a member of each committee.

#### **Distribution:**

Share the information and links to resources received in your distribution packet--and info from our Building Rep Meeting in September (virtual). A set should be given to your principal.

#### **PFT Bulletin Board:**

Set up, update, or refresh your PFT bulletin board. Post what we share--pass out our calendars. Look for new materials to post from Building Rep meetings—dates are listed on our [PFT virtual calendar here](#). List a date, time, and place for your building committee meetings. Let us know if we can help with materials. Committee members may help to keep it updated.

#### **Plan for PFT Building Rep Meetings and Workshops:**

Check out the PFT calendar for upcoming events and plan on attending as many Building Rep meetings as you can, or arrange for another member to cover your school. Notify your staff about upcoming events and let them know how to sign up.