

# HART DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY: Office of Building Rep Site: \_\_\_\_\_

TERM OF OFFICE: July 1, 2022 to June 30, 2023 | STIPEND:\$500/semester

The following duties have been established by the Executive Council for the office of Building Rep of the Hart District Teachers Association:

- Attend all Executive Council meetings or arrange for a substitute to attend in one's place
- Distribute all Association publications and materials to unit members in a timely manner
- Be available and willing to update unit members regarding ongoing Association activities, such as negotiations, consultations, political action, general grievance matters, and social affairs;
- Monitor "new hires" at the site, cordially invite new unit members to join the Association, present agency fee materials to new unit members (those hired after the beginning of the school year), and transmit Record of Agency Fee Communication to the Membership Chair
- Inform unit members through on-site meetings or written communication of all HDTA/CTA/NEA meetings, programs, conferences, scholarships, and awards available to them --- at a minimum, conduct one on-site general meeting per semester to inform members of current issues and to receive input from members
- Receive any requests from unit members of topics to be placed on the agenda of Executive Council meetings;
- Coordinate unit members at the site to support approved Association efforts involving political action, concerted activities, and communications with the public
- Make available to any unit member so requesting the monthly Treasurer's Report and the Exec Council meeting minutes
- Serve as Association representative sitting with the unit member at meetings called by site administrators concerning matters of potential discipline of the unit member
- Conduct elections of HDTA/CTA/NEA at the site and transmit ballots to the Association in a timely manner
- Attend building rep/grievance training when offered
- Read agendas and board packets, as made available at the school site, of Board of Trustees meetings and attend Board meetings occasionally, if possible, especially when issues involving the Building Representative's site are on the agenda.

I have read the duties and responsibilities of the office of Building Rep delineated in this Declaration of Candidacy, and I agree to fulfill and perform those duties and responsibilities should I be elected to office.

I am a member of the Hart District Teachers Association, CTA/NEA.

PRINTED NAME AS IT SHOULD APPEAR ON THE BALLOT:

\_\_\_\_\_  
\_\_\_\_\_  
Signature Date

RETURN THIS DECLARATION OF CANDIDACY FORM TO: Todd Henderson (SV) at  
thenderson@hartdistrict.org

This declaration must be received via email no later than 5 p.m. on Friday, April 22nd, 2022.