

Carbon County Association Representative Job Description

Attend the CCEA Rep meetings (usually the first Wednesday of each month during school). If unable to attend, arrange for the alternate to represent your school.

Conduct a monthly CCEA meeting for members in your building to share the CCEA information.

Represent colleagues in your building when asked. Call the Association for assistance when you feel it is needed. (See Problem Checklist)

Distribute the CCEA material and information to members in a timely manner.

Listen, communicate and follow-up with concerns. Call and inform your CCEA President or Bonneville UniServ office (801-224-2055) of concerns and questions.

Familiarize faculty with the Contract Agreement and support compliance at all times.

Conduct the CCEA/UEA elections at your school and return ballots to the Bonneville UniServ or UEA office by the due date.

Assist in the recruiting of non-members to join CCEA. Call Membership Chair or other faculty members for assistance, if needed.

Help the Association locate participants for committees, phone banks, political campaigns, and other short term activities.