

August 17, 2017

Dear Colleagues,

CCEA Association Representative (AR) elections should be taking place at your site now. Your current AR's term will end on August 31, 2017. The current AR should hold an election meeting prior to August 31st. If the current AR doesn't hold an election meeting, or if there is not a current AR (who was elected and certified as an AR for the 2016-17 school year) at your site, please contact aammons@ccea-nv.org and we will assist you in the election process at your site. Any CCEA member may run for this position. The number of representatives allotted for your site is based upon membership (see the AR Certification form attached to this email for the CCEA Bylaw information.) Our goal is to ensure that all available positions are filled. As you consider voting for, or running for this position as the AR for your site, please keep in mind that this position comes with great opportunity and responsibility for impacting colleagues, students, and the community.

As the CCEA Association Representative (AR) in your building you must always keep in mind that **you represent the Association and its Mission at all times**. While at your site you will be tasked with the following:

Lead

- Be respected as an effective educator by your colleagues and administration.
- Attend Association Representative Council (ARC) meetings held the 4th Tuesday of every month.
- Participate in the meetings and vote on important issues as the representative of your school.
- Know the name and contact information of the UniServ Director assigned to your building and be able to provide your colleagues with the information as needed.
- Know the name and contact information of the CCEA Board members who represent your zone.
- Be familiar enough with the contract to be able to answer questions posed to you by your colleagues.

Communicate

- Hold a staff meeting to inform your colleagues of the current events and items that were discussed and voted on at the ARC meeting each month and to collect input to share at the ARC meeting.
- Ensure the CCEA bulletin board is kept current with updated information.
- Communicate with your administrators effectively.
- Be able to correct any misinformation regarding the association.
- Be familiar with the CCEA website to be able to tell colleagues where to find pertinent information.

Organize

- Organize your colleagues to take part in events & actions, and get them to attend CCEA meetings held at your site or other locations as they occur.
- Contact newly hired teachers and inform them about CCEA and ask them to join the association.
- Recruit current non-members at your school to join CCEA.
- Be familiar enough with the contract to be able to answer questions posed to you by your colleagues.

At your site you may also have members who were elected in February through our formal, membership-wide, election process to attend meetings paid for through your dues dollars to attend and vote on Association matters at the Nevada State Education Association Delegate Assembly held in Reno or Las Vegas, and our National Education Association Representative Assembly which was held in Boston in the summer Of 2017. These representatives should also be participating at the Association Representative Council meetings and working to keep members apprised of important information at sites where they work.

Please contact me for more information, or if there is not a current AR at your site. We will assist you in the election process at your site.

Vikki

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