

What are the skills/duties of the AR/CR?

A. An effective AR/CR:

1. Knows how to motivate unit members to take part in the Association.
2. Knows how to run a meeting.

B. An effective AR/CR is a good communicator.

1. Solicits ideas & opinions from all SDEA members frequently.
2. Maintains one-on-one contacts with members at the site/within the program.
3. Speaks out at faculty meetings.
4. Maintains an on-site SDEA bulletin board.
5. Actively engages in 2-way communication between SDEA members & leaders.
6. Is an effective advocate for SDEA members in front of administration.

C. An effective AR/CR is a good organizer.

1. Recruits a cadre of people to help.
2. Knows how to get unit members to participate in union activities.
3. Understands how to unite SDEA members to build a position of strength.

D. An effective AR/CR is a decision maker.

1. Is willing to take action when problems arise at the site/program.
2. Knows when to file a grievance.

E. An effective AR/CR is assertive.

1. Continues to encourage non-members to join.
2. Is willing to handle grievances and problems at the site/program level.
3. Understands the grievance procedure.
4. Is willing and able to advocate for SDEA members on issues that may arise.

F. An effective AR/CR is a good manager of time.

1. Knows how to delegate responsibility.
2. Knows how to prioritize tasks.