**Article IX Duties of the Representative Council**

**Revised 5/10/10**

Section 1 The duties of the Representative Council shall consist of the following:

 a. establish Association policies and objectives;

 b. establish guidelines and hear continuing reports from the Labor

 Management Team;

 c. adopt the annual budget and approve the monthly budget reports;

 d. approve or ratify the establishment of paid positions in the Association;

 e. approve the agendas for its meetings; and

 f. enact such other measures as may be necessary to achieve the goals and

 objectives of the Association which are not in conflict with this

 Constitution and the Bylaws.

Section 2 Head Building Representative:

**Revised 5/10/10**

Head building representatives shall conduct monthly 10-minute meetings, serve as the primary contact for the building administrator and the Executive Board member, as well as ensure that building representatives’ duties get completed in a timely manner.

Section 3 The duties of the AEA building representatives shall consist of the following:

**Revised 5/10/10**

a. attend 90% of the meetings of the Rep Council or arrange for a substitute; If unable to attend the entire meeting, the Building Representative must notify the AEA President or Vice-President.

 b. call building meetings of the Association members to discuss Association business;

 c. return building meeting/constituency response forms to the president each

 month;

 d. recruit such committee members as the Association may require;

 e. organize and oversee the Association elections, general voting and the enrollment of new members; and

 f. maintain two-way Association communication.

Section 4 Job descriptions for the head building rep and building reps will be reviewed and

**Revised 5/10/10** established on an annual basis for the following school year no later than the May rep council meeting of the current school year.

**Article X Stipends for AEA Building Representatives**

**Revised 5/10/10**

Section 1 Building representatives are eligible to receive a 100% local dues rebate under the

**Revised 5/10/10** following conditions:

a. Attendance at 90% of the Representative Council meetings; if unable to attend the entire meeting, the Building Representative must notify the AEA President or Vice-President.

 b. Return of Building Meeting/Feedback sheets to the AEA president for all

 months in which a Rep Council meeting has taken place.

 c. Building representatives who choose to job share their position are eligible

 for one (1) member’s dues rebate, under the above conditions. The amount will be equally divided between the individuals.

**Revised 1/13/2014** d. Attendance at one school board meeting with an Executive Board member, defined as being present for a minimum of two (2) hours from call to order or until adjournment whichever is shorter. If unable to attend for the required amount of time, the Building Representative must notify the AEA President or Vice-President to make other arrangements.

Section 2 Building representative stipends shall be paid on or before the last day of the school year.

Section 3 The head building representative will be compensated an extra $50 per school

**Revised 5/10/10** year for completing the duties as specified in the job description.