

Auburn Education Association

What to do When Representing a Member

- 1) **If member is notified of possible *disciplinary* action**
*insist they call the AEA office immediately and speak to President
253-804-6010 or 253-670-8801 (cell)
- 2) **If other reason, inform AEA President via email, phone or text**
pres@auburnea.org or 253-670-8801
- 3) **Bring paper and pen with you**
write down names of everyone in attendance and the date
- 4) **Take detailed notes with notation of who is speaking**
- 5) **Ask clarifying questions as appropriate**
- 6) **As meeting comes to end, ask what next steps will be**
- 7) **After meeting let member know you will contact President to let him/her know the outcome**
- 8) **Notes you take belong to AEA; **DO NOT give to administrator****
you can make copy of notes and give to member if requested
- 9) **Send original notes to AEA President (you can use district mail)**
copy and send via email right away too

Things to remember

- You are their advocate-don't judge
- Don't promise anything
- Check the contract
- When in doubt-ask questions
- Give the Principal/administrator an opportunity to make it right--suggest the member discuss with the administrator before you come involved
- Get the district's side
- **REMEMBER: YOU ARE AN EQUAL WITH ADMINISTRATOR AT THIS MEETING**
If you or member are not comfortable with the direction the meeting is taking; you can stop the meeting. Inform admin politely that you need to stop the meeting to have AEA President attend; inform President immediately