

EACC LEADERSHIP STRUCTURE

PURPOSE:

“MORE HANDS MAKE LIGHTER WORK”

THE BUILDING ACTION TEAM (BAT) AIMS TO BUILD AGENCY WITHIN THE EDUCATION ASSOCIATION OF CHARLES COUNTY (EACC) BY UTILIZING ASSOCIATION REPRESENTATIVE’S INDIVIDUAL LEADERSHIP SKILLS TO ENGAGE AND RECRUIT EACC MEMBERS. THE BAT IS STRUCTURED TO INCREASE EACC MEMBER INVOLVEMENT BY PROVIDING ASSOCIATION REPRESENTATIVES WITH A CLEAR LIST OF SPECIFIC RESPONSIBILITIES, IMPROVING COMMUNICATION AVENUES, AND OFFERING PROFESSIONAL DEVELOPMENT OPPORTUNITIES TO BE BETTER PREPARED TO ADDRESS MEMBER CONCERNS.





EACC Building Action Team (BAT) Responsibilities

Every EACC Building Representative should be duly elected by members of their work site each spring, as per EACC’s election procedures. Each worksite can elect one Building Representative per 15 EACC members, or every major portion thereof. General expectations for all Representatives include:

- 1. Attendance at 1 monthly RA, and one Bimonthly BAT Meeting September through May.**
 - a. 1st meeting is an EACC Representative Assembly (business meeting) and will be held as a hybrid virtual & in-person meeting.
 - b. 2nd meeting includes BAT meeting, which provides a training module, and to address reps concerns with the UniServ Director. This part of the meeting will be held from 5:00 p.m. to 6:00 p.m. Committee meetings will begin after the BAT meeting. Some Committees may need to meet on additional days and are optional for BAT members. This meeting is in-person only and should last from 6:00 p. m. to 7:00 p.m.
- 2. Service on an EACC committee (Optional):**

a. Government Relations	d. Nominations, Elections & Credentials
b. Membership	e. Instruction & Professional Development
c. Minority, Human & Civil Rights	f. Early Career Educators
- 3. Participate in regular training hosted by both EACC and MSEA¹.**

Once elected, the Representative(s) at each work site should meet to determine their responsibilities on the Building Action Team (BAT). The responsibilities that must be assigned collectively by the elected Representatives are:

- | | |
|-------------------------|-------------------------------------|
| a. Lead Representative | d. Member Recruitment |
| b. Contract Enforcement | e. Political & Community Engagement |
| c. Member Engagement | f. Communications |

These responsibilities, defined below, make up the work of each work site’s Building Representative(s) and outline the expectation by EACC. As a suggestion, here are examples of how the responsibilities listed above might be divided between various numbers of Representatives:

For Sites with 2 Representatives	For Sites with 3-5 Representatives	For Sites with 6+ Representatives
<ul style="list-style-type: none"> • 1 Lead Representative/Contract Enforcement/Communications • 1 Member Engagement & Recruitment/Political & Community Engagement 	<ul style="list-style-type: none"> • 1 Lead Representative/Contract Enforcement • 1-2 Member Engagement & Recruitment • 1-2 Political & Community Engagement/Communications 	<ul style="list-style-type: none"> • 1 Lead Representative • 2-3 Contract Enforcement • 2-3 Member Engagement • 1-2 Member Recruitment • 1-2 Political & Community Engagement • 1-2 Communications

Sites with only one Association Representative (Rep), the Rep will perform the role of Lead Rep making Contract Enforcement and Member Engagement a priority. As time permits, the Rep will prioritize other areas of the BAT program that best fits the needs of their site. Reps may consider asking other EACC members at their site to assist with other areas of the BAT program excluding the duties of the Lead Rep, Contract Enforcement, and Member Engagement. Reps at Sites with only one Association Representative will put in a good-faith effort to identify other potential reps at their location. If you have engaged a member to assist with the BAT program or have identified a new Rep for your site, contact the EACC President. Members must be approved by the EACC President to perform these duties until the next rep election.

¹ Annual/Fall training date(s) should be included in spring election announcement so that candidates can put the date(s) in their calendar. This will allow for greater participation and planning.

BAT Member Responsibility Descriptions:

- ✓ **Lead Representative** – *Aside from being EACC’s primary contact for materials that need be mailed to the school, this representative has two main functions:*
 - **Work with an assigned EACC Executive Board liaison to:**
 - Maintain ongoing two-way communications for effective distribution of EACC information, campaign plans, training opportunities, etc.
 - Support EACC organizing efforts.
 - **Support the work of the BAT by:**
 - Building and maintaining public relationships with BAT members through one-on-one conversations.
 - Serving as the connection between your assigned work site’s liaison to the Executive Board and BAT members.
 - Identifying organizing opportunities within the work site.
 - Facilitating and assisting the BAT in work site engagement and organizing through one-on-one public relationships.
 - Organizing regular BAT meetings at the work site to assess and discuss progress.

- ✓ **Contract Enforcement** – *This representative is the “master” of the contract, who should be sought out for all contract-related matters. They should interface between members and management, attempting to address member issues and ideas at the lowest level and file Level One grievances as appropriate. They attend low-level member meetings with site administration as needed and take notes, working with the appropriate UniServ Director to best support the members as needed.*

- ✓ **Member Engagement** – *This representative is responsible for hosting/organizing regular ten-minute, and other, EACC meetings and events in the building, and engaging other BAT members in facilitation roles within the meetings. This representative completes the ten-minute meeting report each month and submits it to their Executive Board liaison.*

- ✓ **Member Recruitment** – *This representative is responsible for ongoing welcoming and recruitment of potential members into EACC membership, and for maintaining an accurate membership roster for the work site.*

- ✓ **Political & Community Engagement** – *This representative works to move EACC’s community and political engagement programs in the work site by encouraging member engagement (i.e., participation in community events and outreach, legislative and lobbying activities, PAC donation drives).*

- ✓ **Communications** – *This representative is responsible for maintaining the EACC bulletin board and facilitates regular communication with worksite members (with the team’s approval/consensus). This representative sets up, maintains, and uses an electronic distribution list to communicate with EACC members (Unit I & Unit II) to keep them engaged and informed.*





Executive Board Responsibilities

EACC Executive Board members serve as leaders in the organization, responsible for both setting the course for the organization and supporting worksite efforts by the BATs. To build organizational capacity, Executive Board members should **not** serve as a Building Representative at their work site.

Specific responsibilities include:

1. Attending regular EACC Executive Board meetings.
2. Attending bi-monthly Representative Assemblies.
3. Participating in one EACC committee, whether as appointed chair or as a liaison to the Executive Board.
4. Liaising to assigned work sites:
 - a. Build relationships with Lead Representatives through one-on-one meetings.
 - b. Maintain ongoing two-way communication with Lead Representatives for effective distribution of EACC information, campaign plans, training opportunities, etc.
 - c. Report worksite progress, issues & information to President, as needed, and at regular Executive Board meetings.
 - d. Assist BATs with their assigned responsibilities as needed/appropriate.
5. Serving as a role model to other EACC leaders by participating in Association advocacy & activities:
 - a. Attend the Charles County Commissioner's Budget Forum.
 - b. Attend at least one CCPS Board of Education meeting.
 - c. Attend at least one EACC Lobby Night.
 - d. Participate in electoral/campaign work in appropriate seasons.
 - e. Participate in any organizing effort in which EACC is engaged.
 - f. Attend additional EACC membership events as appropriate.
 - g. Attend MSEA convention & run for MSEA Delegate to the NEA convention.

Current Building Liaison Structure

Should be updated & distributed to all Building Representatives at the start of each school year.

Board Member	Elementary	Middle	High	Centers	Total
Veronica Golden	Gale-Bailey (29) Mt. Hope/Nanjemoy (27) Indian Head (28)	Mathew Henson (37)	Lackey (65)		186
Will Lewis	Higdon (33) TC Martin (35)	Piccowaxen (48)	St. Charles (82)		198
Christine Jara	Matula (40) Turner (36)	Somers (53)	La Plata (75)		204
Deidra Baker	Berry (41)	Mattawoman (46)	North Point (110)		
Linda Shackelford	Malcolm (29) Diggs (48) Jennifer (30)		Thomas Stone (81)		188
Denise Pratt	Dr. Gustavus Brown (30) Middleton (35)	Stoddert (38)	Westlake (69)		172
Melissa Carpenter	William B. Wade (42) JC Parks (38)	Davis (46)	McDonough (65)		191
Peter Ullman	JP Ryon ((38) Neal (44) Barnhart (38) Craik(37)	John Hanson (44)			201
Lewan Jones	Mudd (41)	Smallwood (38)		Central Office (145/2) FB Gwynn (23)	177
Simone Young	Mitchell (43) Billingsley (41)			Central Office (145/2) Stethem (34)	193

