



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 2 EACC meetings every other month, 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. Committee meetings are optional. This meeting is in-person only.*

2. Service on an EACC committee (Optional):

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| 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:

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|-------------------------|-------------------------------------|
| 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
1 Lead Representative/Contract Enforcement/Communications 1 Member Engagement & Recruitment/Political & Community Engagement	1 Lead Representative/Contract Enforcement 1-2 Member Engagement & Recruitment 1-2 Political & Community Engagement/Communications	1 Lead Representative 2-3 Contract Enforcement 2-3 Member Engagement 1-2 Member Recruitment 1-2 Political & Community Engagement 1-2 Communications

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 work site 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.*

