



***SEA Association Representative
Roles and Responsibilities***

Springfield Education Association is a large local association consisting of approximately 1200 educators and educational support professionals from Springfield Public Schools District 186. SEA is an affiliate of Illinois Education Association (IEA) and the National Education Association (NEA).

The purpose of SEA is to promote the general welfare of the membership, provide and maintain a professional staff of superior quality, provide effective channels of communications in all matters affecting the profession, strive for an educational system that seeks to meet the educational needs of all persons, encourage teachers to exercise their rights and privileges as citizens and to accept leadership in civic affairs, and provide leadership and coordination in the efforts of the membership in the attainment and maintenance of a comprehensive matters agreement.

Our Evolving Roles as a Union

As we look to the future, the role and responsibilities of our association are changing. The way we have always done things will no longer be sufficient to meet the new challenges we face. Public support is changing rapidly. For SEA, putting the quality of teaching and learning first is at the center of our agenda. SEA has always been a progressive union that advocates for our members, the profession, and our students.

We are guided by 3 belief statements:

- SEA members must be involved in collaborative decision-making and instructional leadership at all levels of our school district.

- Our members should take a leadership role toward improving teaching and learning in the school and district.
- SEA should focus on improving the working conditions of its members (class size, supplies, hours, safety, etc.)

An SEA Association Representative should:

- Maintain confidentiality at all times
- Be an instructional leader in your school.
- Have respect for colleagues and administration.
- Be self aware as your role as a leader.

Responsibilities of an Association Representative

Your primary responsibility is to provide leadership for SEA members at your school or worksite by:

- Problem solving
- Advocating for and representing collective interests and ideas
- Getting other members involved in the school community and the work of the union
- Helping to develop leadership skills in others and recruiting volunteers.
- Distribution of association materials
- Conducting on-site elections

Association meetings

- Buildings or programs are entitled to 1 AR per 15 members.
- Meetings are held on the 2nd Tuesday of the month unless otherwise noted and begin promptly at 4:20.
- Meetings are open to all members, but only ARs in attendance may vote.
- It is important that at least 1 AR or designee from each building attend the monthly meetings.
- Meetings are run using *Robert's Rules of Order*

Communication

ARs should hold monthly meetings:

- With each other to discuss building issues, member meetings and how to communicate with members.
- With the building principal to relay member concerns and anything from SEA that might lead to a building decision.
- With the members – to gather input and relay information from the principal and AR meetings.

In addition to meetings with the members, ARs should determine a plan for relaying emails, notes from meetings, and building information.

