

## **REPRESENTATIVE ASSEMBLY**

Each school or educational unit shall be entitled to elect one (1) delegate for each ten (10) active members or major fraction thereof to the Representative Assembly (RA). Each delegate shall serve a one-year term beginning on September 1 of each School Year.

All Delegates to the RA are governed in accordance with Association Bylaws.

## **THE ROLE AND RESPONSIBILITIES OF THE ASSOCIATION REPRESENTATIVE**

This section will provide the information necessary to carry out the essential responsibilities of an Association Representative.

- The Representative acts as a liaison between the members in his/her building and the governance structure of the Association.
- The Representative should articulate the needs and concerns of the members in his/her building to the Executive Board and the Representative Assembly.
- The Representative should, if possible, hold regular meetings in his/her building so that members have the opportunity to voice concerns and hear about Association activities.
- The Representative should be somewhat knowledgeable of the negotiated agreement which can be found on the CCPS website (<http://www.calvertnet.k12.md.us>) and the CEA Bylaws which can be found in this notebook under ByLaws.
- The Representative should provide his/her building members access to a report of what happened at each Representative Assembly meeting.