

ASSOCIATION OF COLTON EDUCATORS

Site Representative Duties and Responsibilities

1. Attend all Rep. Council meetings while on track.
2. Hold monthly site meetings. **Turn in monthly reports to the ACE Office in a timely manner.**
3. Conduct all ACE/CTA/NEA elections at the site, properly and in a timely manner.
4. Represent unit members in meetings with Administration.
5. Maintain an ACE Bulletin Board at the site.
6. Distribute communications from the ACE Office in a timely manner and post on the ACE bulletin board.
7. Provide communication from the site to the Association.
8. Attend at least one Rep. training a year OR serve on an Association Standing committee OR serve as an ACE Rep. on a District committee.

Reps who fulfill all their duties and responsibilities, with eighty percent (80%) attendance (you can miss 2 meeting out of 10) at Rep. Council meetings throughout the school year will receive a stipend equal to current local chapter dues. To be eligible to receive this stipend, all paperwork must be in the ACE Office no later than the last Rep. Council meeting of the school year. The stipend will be mailed to each rep. who fulfills the duties and responsibilities as stated above no later than 30 days after the last rep. council meeting of the school year.