

Council Representative Training

Organizing your district

District Email Communication

Setting Up Distribution Lists

- The contact information for District members is emailed to CRs monthly from SPEEA staff.
- Using the contact information provided:
 - Set up email distribution lists by dividing the list amongst the CRs and ARs.
 - ARs are focused on communications as their main role – utilize them where ever possible.
 - The ideal goal is to have a distribution list of 25 members or less but never more than 200.
 - Lists can be divided by floor, manager, building, mailstop, etc... whatever works for your District and can be maintained easily.
- Ideally distribution lists should be updated monthly.

Tip: Make sure members are only on one distribution list to avoid annoying duplicate emails.

Tip: If you need assistance in creating or splitting up your distribution lists, see the example located in this section.

Emailing Forwarding Instructions

When you receive an email from SPEEA_INFO or SPEEA:

- Check the Header
 - ✓ This indicates who else received the email and who it should be sent to and should be deleted prior to forwarding to the distribution lists.
 - ✓ If you want to add a heading of your own, try to keep it to two sentences or less.
- Keep the subject line the same.
- Be sure to blind copy “BCC” distribution lists.
 - This helps to avoid “reply to all” situations and long email chains.

Tip: If you would like to see an example, see the instruction sheet located in this section.

Building and Maintaining Unity

Connecting District Leadership – this is an important first step in building and maintaining unity:

1. Using your district roster, you can see who the additional SPEEA leaders are in your district. This includes , committee chairs, Tellers and Executive board members.
 - a. If you'd like a list of activists (members who aren't in leadership but have actively supported SPEEA in various ways), contact SPEEA staff.

2. Set up lunchtime meetings with your Area Reps at least quarterly to discuss communications in your district and any workplace issues. *The council has authorized \$8/Area Rep for these meetings per quarter for food.*
3. Set up regular lunchtime meetings of the larger group with a set agenda to include items like: leadership and training needs, communication, policy direction, new hire outreach and workplace issues.

Maintaining Bulletin Boards – this is an additional valuable communication tool in the workplace:

1. Evaluate whether there is adequate Bulletin Board coverage in your District and if not delegate the duty to other SPEEA activists (this is a great way to introduce activism to your members).
2. Monitor bulletin boards to make sure they are staying current.

Engaging Members In The Workplace – you don't need a SPEEA-wide activity to create unity in your district:

- o Training- Set up a lunch time training with SPEEA staff on a topic like Performance Management, Retirement, What's in Your Contract, etc . . Or you may work with staff to help develop a relevant training for your members.
- o Building Relationships-Take advantage of any contact you have with a member by making a point to meet the member in-person to build a relationship and connection between the member and SPEEA.

Greeting New Hires – let new members know that SPEEA is in the workplace:

- o Your monthly district roster from SPEEA will flag any new hires. They appear at the top of your roster in the third tab. (See example)
- o Coordinate and monitor that every new hire is welcomed by a SPEEA leader. Many Council Representatives recruit new hire welcome volunteers who are tasked with officially welcoming new hires to the District. This should happen during non-work times; before or after work, during lunch or breaks. SPEEA new hire welcome packets are available upon request. See 'New Hire Talking Points' in this section.
- o Set up new hire lunchtime trainings on topics like the Ed Wells Partnership, accelerated SPEEA 101 or work with SPEEA staff to develop a relevant training.

Leadership Development -

- o Identify leaders in your district. (See: "Identifying Leaders" in this section)
- o Invite leaders to get involved in SPEEA. (See: *Suggestions for Asking for Volunteers* in this section)

Need help building leadership in your district? Contact SPEEA staff :

South Sound/Bellevue:

April Rebollo, SPEEA Director of Organizing, aprilr@speea.org or [206] 674-7352

Everett:

Susanne Murphy, SPEEA Organizer/CA, susannem@speea.org or (425) 355-2883

Bill Razeto, SPEEA Organizer/CA, billr@speea.org or (425) 355-2883

From: TerryH@speea.org [mailto:TerryH@speea.org]
Sent: Tuesday, May 28, 2013 05:14 PM
To: terryh@speea.org
Subject: SPEEA Council District Report - A-10 - Prepared for Terry Hall

Council Rep,

The SPEEA Council District Reports are intended to give Council Representatives the information they need for the SPEEA represented employees in their district. The data is provided in a CSV format that can be opened with Microsoft Excel and is to be printed on a local printer, imported into another application or used as is.

The email contains 2 CSV files, 1) a roster of SPEEA representatives (Area Reps, Council Reps and Officers) in a district, and 2) a roster of all active employees in a district.

The “District Rep Roster” lists just the SPEEA representatives in a district. It is sorted first by union code and then alphabetical by name. It includes contact information and the date through which the representative is endorsed.



The “District Employee Roster” lists all active employees in the district. The sort order is building, mail code, union code (representatives, regular members then non-members) and lastly alphabetical by name. It includes contact information for the employee. The “B-U” column is the bargaining unit code and is primarily intended for combined Prof-Tech districts. The “New” column indicates the month of last hire for employees hired in the last 11 months. The “No E-Mail” column is for employees who have notified the SPEEA office that they do not want to receive union-related e-mail. The “Chg” column indicates a recent change in a work location field (district, building or mail code). The Union Code legend appears below.

Union Code Legend

AF=Agency Fee Payer; AN=Assigned Agency Fee Payer;CR=Council Rep;
AR=Area Rep; CH=Committee Chair; EX=Executive Board; MP=Member in
Process-recently joined; NA=Nonmember Objector; NN=New Nonmember
RG=Regular Member; TL=Teller; QP=Quit in Process

If you have questions about the files or the data please contact Terry Hall,
terryh@speea.org, [206-674-7360](tel:206-674-7360)

2 attachments — [Download all attachments](#)

-  **05-28-2013 - SPEEA Representative Roster for District A-10.csv**
3K [Download](#)
-  **05-28-2013 - SPEEA Represented Employee Roster for District A-10.csv**
64K [Download](#)