

Association Building Leader Responsibilities

You are the eyes, ears and mouth of the Association in your building. The following is a list of responsibilities of an Association Building Leader (ABL):

- **Spokesperson** - As the "mouth" of the Association in your building, individuals will come to you with questions about the contract, their rights, association activities and other areas. It is important that you familiarize yourself with commonly used policies, read all communications from CEA and attend Association meetings so that you can answer their questions. If you don't know the answers you can always call your Executive Board liaison.
- **Chairperson** - It is your responsibility to hold building meetings when necessary for disseminating or collecting information for CEA.
- **Recruiter** - As an ABL, you can identify strong leaders in your building and invite them to appropriate Association activities. You also encourage CEA membership with your building staff.
- **Organizer** - Promote CEA activities by building one-on-one relationships with your colleagues at your worksite. These relationships will be beneficial to you in your work as an ABL. You will also hold Association elections and facilitate organizational efforts in your building.
- **Communicator** - Let your members know what is going on in CEA. Distribute Association communications to your members. You are the link between the building and the rest of the Association. If there are member concerns from your building, bring them to the attention of your Executive Board liaison. You will be asked to forward emails to your staff on behalf of CEA.
- **Advocate** - Be willing to stand up for your members when they need your help. Go with members to meetings with building administrators whenever there is a potential for disciplinary action against the member. Let members know you are there for them.
- **Enforcer** - Bring policy violations to the attention of your building administrator and to CEA. Many times, administrators aren't aware they have violated policy and will correct the problem when informed of the violation.

You are –

- ❖ Respected by colleagues
- ❖ Confidential
- ❖ One who follows through
- ❖ Dependable
- ❖ Able and willing to express opinion to staff