

Professional Aviation Safety Specialists, AFL-CIO
Contract Representative Training



► Team Building

To Cover

- ▶ Education and Communication
- ▶ Best Practices for Meetings
- ▶ Recruiting Volunteers
- ▶ Representative Council
- ▶ Recruitment and Retention Strategies



Education and Communication

- ▶ Stay in constant contact with members
- ▶ Ensure union bulletin board is up to date and employees have access to PASS information (PNN, PASS Times, articles, fliers etc.—national office can provide material).
- ▶ Answer questions or find the answer and get back to employee.
- ▶ Push back on half-truths, misinformation.



Best Practices for Meetings

- ▶ Make sure the meetings have a purpose—don't just hold a meeting to hold a meeting.
- ▶ The agenda should match the interests of the members.
- ▶ Start and end the meeting on time.
- ▶ If you feed them, they will come! Bring food and expense it.



Recruiting Volunteers

- ▶ You are not alone—use your fellow members to get the work of representation done.
- ▶ Stay in constant contact with them.
- ▶ Be clear and specific in what you are asking volunteers to do: tasks, responsibilities and deadlines.



Representative Council

- ▶ If you have other PASS representatives in your facility or you are a higher-level rep, it is a good idea to meet regularly as a group.
- ▶ Discuss issues, strategies, brainstorm, etc. Work as a team! You are not alone in this.
- ▶ For bigger issues and projects, or if you are overwhelmed, your fellow reps are a good resource to divvy up responsibilities.
- ▶ Invite the higher level PASS reps to participate.

