



## HOW TO WORK WITH YOUR UNISERV DIRECTOR

**Get to know your UniServ director** – Schedule a time to get together and discuss goals and expectations for the coming year. Go over membership, meeting schedule and other Association-related information.

**A UniServ director's job is not primarily an office job** – He/she may be there when you call or may be with another local, meeting with other staff, attending a school meeting, or out of town. UD's must also attend state staff meetings, in-service training sessions, and sometimes work with KEA state committees.

**When you call** – the UniServ office, please leave your name, a number where you can be reached during school hours and after school hours, your local, and a brief message as to why you called. If this is an emergency and you need an answer immediately, hang up, redial the office number and ask for another UD.

**UniServ offices do not normally give home phone numbers or cell numbers** – so please don't ask the secretary. It is up to the individual UD if he/she wants you to have a home or cell phone number. Discuss this with your UD.

**UDs have more than one local, so they can't attend every meeting** – Some UD's serve more than 2,000 members. If you have a meeting and your UD doesn't make it, you can probably assume he or she had an emergency. It may not always be possible for the UD to get a message to you, particularly if your meeting is in a school after hours.

**Send copies of everything to your UniServ Director** – This includes meeting notices, agendas, minutes, newsletters, names of committee chairs, etc. Just add the UD's name to your mailing list or email list.

**Don't wait until the last minute to call** – In case of a grievance, or other problem, it may be too late to arrange for someone to help. The sooner you call the better.

**Don't save business** – or wait to talk to your UD just because you assume you'll be seeing him/her at a meeting or workshop. Workshops and meetings can be busy times and may not afford an opportunity for meaningful discussion.

**Always make an appointment** – You can't just show up and be sure that you'll find your UD in the office. Between local association business, members' advocacy, organizing, and NEA/KEA requirements, your UD may be traveling quite a bit.

**UniServ directors do not judge individuals** – Please realize that a UD's job is to: ***Facilitate, advocate and guarantee due process to all members.***

