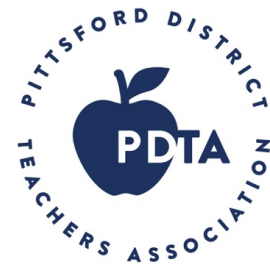


PDTA Special Events Building Representative



Qualities:

- Trustworthy
- Confidential
- Responsible
- Professional
- Reliable/dependable
- Problem solver
- Friendly
- Organized
- Good listener and communicator
- Hard working/can get “stuff” accomplished
- Respected by various stakeholders

Responsibilities:

as a Committee:

- plan the Benefits Fair (Fall)
- plan the Retirement/Recognition Party (Spring)

as a Special Events building volunteer:

- to work in conjunction with the PDTA Special Events Chair
- working an hour for the Benefits Fair- either before, during or after the event
- helping plan the retirement/recognition party by brainstorming ideas or volunteering to help with errands in preparation
- wrapping gifts
- decorating
- greeting party guests, help with seating and logistics (no payment required)
- attend retirement party and help with photos, gifts, and clean up (payment to attend the party is required)

Training and support systems:

- Local PDTA training
- Regional NYSUT training – one to two days in August
- NYSUT Leadership Institute
- PDTA Special Events Chair
- Representative Assembly
- PDTA President