**2017 OFT Local Leaders Training descriptions**

**Building Reps**

This training will provide an overview of rights, roles and responsibilities of building representatives and the rights of members regarding the Master Agreement. We will discuss and answer questions around three main topics: What does it mean to be a leader/building representative, what does it mean to enforce the contract, and how do we enforce the contract (through grievances and/or actions) and enforce the rights of members?

Through the training individuals will be able to determine the difference between a gripe and a grievance, become familiar with legal rights of representatives and members, and be able to effectively complete the necessary form(s) for grievances.

**Advocacy**

"History will have to record that the greatest tragedy of this period of social transition was not the strident clamor of the bad people, but the appalling silence of the good people." - Martin Luther King, Jr., A letter from the Birmingham Jail. The focus of this advocacy training is to give voice to teachers, paraprofessionals, higher education faculty and staff, and public employees to tell our stories as the good people and the children we serve to Republican legislators and leaders.

Participants will focus on identifying key issues, decision makers, expectations and action steps as well as how to have conversations as advocates. This training is open to everyone and will be particularly useful for members who are going to be legislative leads in their locals.

**Treasurer’s Checklist**

Do you need to know more about the treasurer’s function within your union? This session will help to explain the day-to-day responsibilities of the treasurer and what the treasurer needs to know to function effectively in this role. Material to be covered includes: banking, taxes, monthly dues/updates/Toolkit, audit and budget. Designed for treasurers, officers and others interested in the day-to-day finance function within the union. Workshop purpose is to give the attendee an overview of what the treasurer is accountable for and the resources needed to succeed in that role.

PREREQUISITE: A working login and password to get into the AFT Toolkit <<<https://toolkit.aft.org>>> is preferred but not required. Also, bring a laptop computer if you would like to access Toolkit during the presentation.

**New Presidents**

New presidents will receive and overview of their roles and responsibilities to their local union as well as their roles and responsibilities at the state (OFT) and national (AFT) levels. This training will focus on the basics of the role and is geared to helping participants learn how to function effectively as a local president. Terri Hook, President of the Oregon City Federation of Teachers, will be a presenter to answer questions and address issues of how a current practicing local president handles the job.

**Leadership cohort**

The Leadership Cohort session is for local presidents who are interested in discussing how to create a network for sharing best practices and discussing concerns. This session primarily focus on discussing what leaders would like to get out of a leadership cohort and how it could be structured to allow for maximum benefit moving forward.