**LEADERSHIP & LEARNING**

**MECC SUPER WEEK**

**November 1 - 4, 2021**

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**Nov 1 4:30-6:00 p.m.**

**Basic Representation Training**

Representing members in difficult situations is the role of the association representative, which includes officers and building representatives, depending on the size and structure of your local. Understanding the duty of fair representation, Weingarten Rights, and taking quality notes are essential when assisting our members during challenging times.

Facilitator: Krista Abbott, UniServ Director

**Nov 1 6:00-7:00 p.m.**

**MEA Financial Services**

Many members may not be aware of the MEA benefits available through MEA Financial Services. MEA Financial Services offers a full line of insurance products including home, auto, business, and life as well as a special MEA member insurance discount. When you choose MEA Financial Services and our broker-dealer Paradigm Equities, Inc. for your 403(b) and 457 investments you can be assured that you are choosing a company that cares about your specific needs as an education employee. Our programs are designed with the MEA member in mind. Join us to learn the value of membership and what makes us different!

Facilitator: Bruce Reaume, MEA Financial Services Executive Director

**Nov 2 5:00-6:00 p.m.**

**MESSA Insurance Benefits Overview**

This session will highlight some of the unique features and benefits that make MESSA special. This is a great refresher for those that currently have MESSA healthcare or for leaders who are considering moving their association to a MESSA plan.

Facilitator: Matthew Nyquist, Director of Health Plan Operations, MESSA

**Nov 2 6:00-7:30 p.m.**

**Preparing to Bargain Your Next Contract**

This session will review the basic things that need to be done prior to beginning the negotiation process. We will cover team selection, how to get the critical information needed to prepare for the bargain, and how to use that information to begin preparing your proposals.

Facilitator: Craig Culver, Bargaining Consultant

**Nov 2 6:00-7:30 p.m.**

**Creating Connections: From Aspiring to Retiring**

In this session, we will delve into the importance of creating connections for members and discuss numerous opportunities the MEA provides including AEM, MiNE, CLL opportunities, member ambassadors, MEA-R and much more.

Facilitator: Marcy Kamienecki, Associate Director

**Nov 3 6:00-7:30 p.m.**

**Election Best Practices**

This session will cover election best practices from nomination notices, to election timelines, and conducting the election. Having an election that is transparent and follows the procedures of your local, coordinating council, or region government documents is essential to maintain the trust and dignity of our association. The MEA online election system will also be discussed.

Facilitator: Lisa Harrison, General Counsel

**Nov 3 7:00-8:30 p.m.**

**Building Rep Training**

Relationships between administrators and staff are essential to not only a healthy work environment, but can have a direct correlation to improved student results or work production. This session focuses on different roles an association representative can have including improved communication, building relationships within buildings, and representation interests of the members on various committees and with administrators.

Facilitator: Krista Abbott, UniServ Director

**Nov 4 7:00-8:30 p.m.**

**How to Run an Effective Meeting/Robert’s Rules 101**

Running an effective meeting is crucial whether you are in a governance meeting or a school/work committee. Leaders must understand meeting basic requirements such as setting an agenda, taking minutes, basic record keeping, scheduling meetings, and communication with eligible participants or members of the organization/committee.

Facilitator: Chandra Madafferi, MEA Vice President

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Contact Julie Dlugos at jdlugos@mea.org if you have any questions.