



Delegate Responsibilities and Roles

The Delegate Assembly is the “legislative and policy forming body” of UUP. The DA must be convened each year. At the DA, delegates carry out specific duties, including electing statewide officers and Executive Board members, establishing policies for the union, deciding on proposed amendments to the UUP Constitution, and adopting UUP’s annual budget (UUP Constitution, Article VI).

Each chapter is allotted one delegate for every 75 members (Article VIII, Section 2c).

Delegates have a responsibility to represent the members of their chapters.

All UUP delegates have the following BASIC RESPONSIBILITIES:

- Prepare for and attend delegate assemblies.
- Read DA materials posted online and in DA packets.
- Solicit input from chapter members on issues delegates will deliberate on at delegate assemblies.
- Participate in discussion and debate.
- Represent chapter members’ perspectives and experiences in state-level discussions.
- Actively participate in statewide committees when appointed to them.
- Ensure that your chapter has a representative on the statewide Membership Committee.
- Serve as chapter department/unit/building representative.
- Become informed about all UUP statewide committees to present chapter members with updates and opportunities to get involved in state-level work.
- Report back to chapter colleagues about issues learned at the DA.

All UUP delegates should play a role in the following *(as determined by collaborative decision-making about the division of labor among chapter leaders):*

- Be an active participant in developing and implementing the chapter’s plan to organize and activate chapter members.
- Play a part in one-on-one communication with members.
 - *Having personal conversations with members is the most effective organizing strategy.*
- Be a department/unit/building rep and recruit colleagues.
- Identify issues colleagues are interested in and would be willing to work on; recruit members to get involved

Avenues to utilize include:

Chapter committees

- Focused on specific issues and/or constituencies within the chapter.
- Spearhead chapter outreach – within and outside of the campus/hospital.
 - Collaboration with campus governance.
 - Collaboration with student groups.
 - Collaboration with other unions on campus.

- Meetings with department chairs/professional unit heads.
- Meetings with academic departments/professional units.
- Participation in area labor councils.
- Help build coalitions with other groups.
- Communicate to chapter colleagues & assist in documenting chapter issues for DA discussion.
- Serve as an information conduit between chapter members and UUP state-level work by disseminating information received from UUP Headquarters earmarked for distribution to the UUP membership (including email messages, social media posts, informational fliers and brochures, UUP reports, etc.).
- UUP Headquarters is working on developing the means to quickly communicate to every UUP member. Until that occurs, it is the responsibility of delegates (and the chapter president/office) to use all chapter communications avenues available to communicate with members when called upon to do so.
- Take actions and ask colleagues to do the same.
- Take immediate legislative and other political actions when called upon by UUP Headquarters and ask colleagues to do the same (e.g., contacting legislators to support UUP advocacy items).

UUP delegate = chapter representative, chapter activist, state-level activist