

Vice-President's Report

February 2022

The REA website has lots of helpful links to help you find answers: <https://www.readingea.com/>

- Members Only tab is back up and running! You can find the Monday Messages and other important announcements here.
- Reports and Minutes tab has links to officer reports and minutes back to 2016
- Calendar tab has reminders about upcoming meetings and events
- Resources tab has links to our CBA, Employee Handbook, RSD Student Code of Conduct

Some things to consider/remember:

- When emailing your building's members
 - Create a group in Outlook with your building's REA members.
 - Don't use the "Faculty" or "Staff" email groups - they include non-REA members.
 - Invite your traveling teachers that work at multiple buildings!
 - When using district email, stick to the basics. Don't include any sensitive information.
- Ask Dana for a current list of members at your building and double check this list - sometimes things get messed up!
- Share the monthly officer reports!
 - Use the Reports and Minutes tab of the REA website.
- When scheduling your monthly meetings -
 - Add the meetings to the Outlook Calendar
 - you can invite members using the email group you created for your building's REA members
 - you can schedule your meetings for the entire year
 - if using Google Meet, add the meeting link to the invite

Respectfully submitted by,

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