

Your Guide to Being an EIS School Rep



What Your Role Is

You're the link between the EIS and the members in your school. You don't need to know everything — you just need to know **where to find things** and **who to ask**.

Your job is basically to:

- Keep members informed
 - Recruit new members
 - Support colleagues if required – ask local office for advice
 - Keep membership details up to date
 - Run meetings when needed
 - Represent the collective view of members
 - Negotiate the school WTA
 - Stay within EIS policy (and know when to ask for help)
- You are entitled to time out to fulfil your role and responsibilities. (Facility time)*

1 Keeping Members Informed

This is one of your biggest responsibilities.

What you should do:

- Check EIS websites <https://www.eis.org.uk> <https://www.eis.org.uk/edinburgh> regularly for updates
- Make sure you receive and open all EIS emails and mailings
- Keep the EIS noticeboard tidy, up-to-date, and somewhere visible
- Share leaflets, papers, and updates in members bases and staff rooms
- Call meetings when the EIS asks you to — or

when you think it's needed (at least one a year)

- Pass on information from the Local Association and Area Office

Tips:

- Don't let EIS mail get buried under junk flyers
- If you're not getting emails, fix it early
- Keep things simple — people appreciate clarity

2 Recruiting New Members

You're the face of the union in your school — and recruitment matters.

Who to target:

- New staff
- Probationers
- Supply teachers
- Student teachers
- Overseas teachers seeking GTCS registration

How to do it:

- Say hello early — ideally in their first week. You can hold a meeting for new staff.
- Explain the benefits (support, protection, advice, community)
- Hand out membership leaflets
- Ask your Local Association for help if you want a recruitment push

Remember: **Students and probationer teachers get FREE membership.**

<https://www.eis.org.uk/join>



3 Keeping Membership Records Updated

You will need to make sure that the membership database for your school is up to date. It is vitally important that this is kept updated during campaigns.

Your job:

- Check who's left
- Add new staff
- Update email addresses
- Ask the local association for help if you having problems using the online database, or watch this clip; [Using EIS Engage](#)



Members can also update their own details online — but many forget, so your oversight matters.

4 Supporting Members

This is the part people often worry about — but it's simpler than it sounds.

What you *are*:

- A supportive colleague
- A witness
- A note-taker
- A link to the Local Association

What you're *not*:

- A lawyer
- A negotiator
- A one-person HR department

When a colleague asks for help:

- Listen
 - Take notes
 - Attend meetings with them if appropriate
 - Ask questions if needed
 - Contact the Local Association Secretary early if things look formal
 - Don't take on too much
 - *Never let a member walk into a disciplinary or grievance meeting unprepared and unaccompanied by someone from the Local Association office*
- If in doubt: always call the Local Association Secretary.**

5 Being (Re)Elected as Rep

Reps should be elected **annually**.

How it usually works:

- Most schools choose a rep at an EIS meeting
 - If more than one person volunteers you will need to hold a ballot
 - Big schools may have multiple reps (form a reps' committee)
 - One person should be the "named rep" for external contact
- If there's ever a dispute or a rep loses confidence, the Local Association constitution explains what to do.
- The Local Association can organise a ballot.

6 Running EIS Meetings

Meetings don't need to be formal — just fair and purposeful.

Good practice:

- Give plenty of notice to all members including SLT members
- Choose a time and place most people can attend
- Have a simple agenda
- Keep a brief record of decisions
- Make sure discussions stay within EIS policy
- Contact the Local Association if you're unsure of the policy position

Types of meetings:

- Regular catch-ups
- Single-issue meetings (pensions, workload, campaigns)
- Meetings called by national or local EIS
- WTA meetings (training is available on negotiating the working time agreement)
- Other meetings might include health and safety, finance committee meetings, regular meetings with your head teacher to discuss matters arising.

Voting:

- Only when needed

The strength of a decision depends on how many members support it, not just who turned up

7 Representing Members' Views

When you speak on behalf of members:

- Make sure you're reflecting the **collective** view
- Stay within EIS policy
- Avoid acting alone on big issues
- Raise concerns with the Local Association first

If the issue is internal to the school, discuss it with the headteacher or ask for it to go on a staff meeting agenda.

8 Working With the Local Association

Your Local Association is your lifeline

They can:

- Give you policy advice
- Support casework
- Attend meetings if needed
- Pass on school concerns to the council or EIS HQ

You should:

- Attend Local Association meetings
- Join rep meetings when they're held
- Keep communication flowing both ways

9 The Golden Rules for Reps

- **Make sure you are getting your facility time**
 - **You're not alone** — always ask for help when needed
 - **Stay informed** — check the website and emails
 - **Stay organised** — keep notes, keep records
 - **Stay calm** — you're a support, not a saviour
 - **Stay within policy** — when unsure, ask
 - **Stay visible** — people should know who you *are including your head teacher*
-

10 The EIS year

- August
 - Introduce yourself to new members – make changes to members database
- December/January
 - Check your membership database
 - Review operation of WTA
- January/February
 - Call for motions for national and local AGM's
- March
 - Confirm the EIS rep – hold an election if required
 - Local AGM
 - Ensure School Negotiating Committee for WTA has a meeting
- April
 - General meeting for Amendments to motions (National AGM)
 - Review WTA with SNC
- May
 - WTA documents sent to schools
 - Draw up proposals for WTA
- June
 - National AGM
 - Reach agreement on and submit WTA
 - Edinburgh Pride

Through out the year it is a good Idea to meet regularly with the head teacher to keep them informed about any EIS activity and news as well as maintaining a positive relationship. These do not need to be formal meetings.

Keep an eye out for training events and our social events.