

TOP 10 TIPS FOR STAFFING COMMITTEES

1. Remember – the Branch President is the co-chair of the Staffing Committee!
2. Arrange your Staffing Committee Dates ahead of time for those meetings that need to take place between allocation and surplus declaration. It is easier to cancel meetings than to try and find time to meet last minute.
3. Arrange a meeting with only the OSSTF representatives of the Staffing Committee to prepare, review your responsibilities, discuss concerns and ask questions. Use your rebate money (submit your form today!)
4. Get prepared with the documentation you need to develop the matrix – ensure you have access to the seniority list and teachers' seniority verification information.
5. During Staffing Committee meetings, you can stop the meeting to caucus as OSSTF representatives, or to call the TTBU office for advice.
6. Don't forget to send a copy of the form on which you list vacancies or list those who will be declared surplus to the TTBU office (found in the Surplus Declaration section).
7. **Don't feel pressured to make quick decisions or to not keep your own materials.**
8. **Pick a neutral meeting space for your meetings (eg. Library, workroom, etc..)**
9. **Maintain confidentiality at all times.**
10. **Divide work and have specialists (i.e. one person in charge of looking at qualifications, one person in charge of forms, etc...)**

BONUS TIP: Each member should have a hard copy of the codes sheet at meetings!