



Newfoundland and Labrador  
Teachers' Association

# Branch Update

## A Newsletter for Branch Executives

Vol. 15, No. 3, April 2002

### Introduction

This final edition of the Branch Update for 2001-02 will provide you with reminders and information regarding regular year-end branch duties such as:

- ▶ Election of the new branch executive,
- ▶ Auditing of branch financial records,
- ▶ Holding the branch annual meeting, and
- ▶ Completing the Preliminary Branch Registration Form for 2002-03.

Hopefully this publication has been helpful in completing your branch duties during this year.

Thank you for your involvement within your branch this past year. Your Provincial Executive and staff of NLTA appreciate your role in the continued existence of our local branch structure. Best wishes for the remainder of this school year. Have a safe and relaxed summer vacation!



Geralyn Costello

Assistant to the President

IMPORTANT DATES AND DEADLINES	
May 12-18, 2002	Branch Election Week
June 21, 2002	Deadline for submission of Preliminary Branch Registration Form to the NLTA Office.

### RETIREMENT SCROLLS AND PINS

By now you should have already ordered retirement scrolls for teachers who are retiring this year and who you will be honouring at a branch function before the end of the school year. It is important that retirement scrolls be ordered well in advance of the date you will require them.

### SUGGESTED BRANCH PROGRAM (MAY-JUNE)

**May**

- ▶ Election of Branch Executive (2nd week of May).
- ▶ Event to honour retiring full-time and substitute teachers.
- ▶ Year End Social.

## June

- ▶ Last day of school is the deadline for mailing Preliminary Branch Registration Forms to the NLTA Office. (Even partially completed forms should be mailed.)
- ▶ All branch files and materials should be passed over to new executive members.

## BRANCH ELECTIONS

May is branch elections month and, in accordance with NLTA policy, the second week of May is set aside for branch elections. While it is not strictly required that the election occur precisely in that week, it is strongly recommended that branches have the branch executive for the upcoming school year elected by late May or early June so that the new executive is in place before the beginning of the next school year. If your branch is not able to fill all executive positions at this time, at least the core of the branch executive should be elected so that some continuity is established. (See pages 52-53 of the Branch Operations Manual for information and advice on running branch elections.)

## A BRANCH AUDIT -- A Note to Branch Treasurers

The policy on branch finances states that branch accounts are to be audited at the end of each branch year by at least two members of the branch other than branch executive officers. To facilitate the auditing process, the branch treasurer is asked to complete the audit form and submit it to the branch auditors along with the branch financial records for the year.

Please note when completing your audits that there should be no time lag between the end of one financial year and the beginning of the next. That is, if the "books" are closed on June 21 (for example) and the year-end audit completed, then the new financial year starts on June 22. Any bills paid or funds received over the summer would then become part of the records for the new financial year. Conversely, the financial year could end in early September, in which case the summer period would be part of the previous financial year. Under no circumstances should any funds be disbursed or received without being properly accounted for in the branch's financial records and year-end audit.

The completed audit form should be forwarded to the NLTA Office as soon as possible at the end of the branch financial year. **Audit forms to be completed for this year will be forwarded directly to branch treasurers under separate cover.**

If you, as branch treasurer, require any assistance in completing the audit forms, please feel free to give me a call.

## BRANCH REGISTRATION FORMS

- ▶ **PRELIMINARY Branch Registration Form**

This form, **which is being forwarded to current branch presidents under separate cover**, should be completed and forwarded to the NLTA Office as soon as the branch election takes place, but in any case **no later than the last day of the school year (June 21)**. The form is an important first step in registering your branch for 2002-03. Two hundred dollars of the branch registration rebate of \$520 will be forwarded to your branch in early September if this form has been received at the NLTA office. **Please note that if your branch executive will be completing the second year of a two-year term next year and there are no changes in the executive from the previous year, the preliminary registration form does not have to be completed. However, please contact me at the NLTA Office to inform me of this so that your \$200 can be sent to you in September..**

#### ► **OFFICIAL Branch Registration Form**

The official registration form should be completed in September and forwarded to the NLTA Office as soon as the number of teachers in each school and board office within the branch boundaries is known. The remaining \$320 of the registration rebate will be forwarded to your branch when this form is received at NLTA office. **This form will be forwarded to the branch president in September.**

#### **TRANSFER OF OFFICE**

If various positions on your branch executive are turned over to newly elected executive members, please ensure that branch files, records and documents such as the branch filing cabinet, Branch Operations Manual, branch minute books and secretary's files, and branch financial records are handed over as soon as possible after the election. In this way, the new executive will have taken over responsibility for the branch records before the beginning of the next school year.

#### **PAST PRESIDENT'S PINS**

A past president's pin will be provided automatically by the NLTA Office after a branch president completes his/her term of office. After all branch registrations have been received in the Fall, these pins will be ordered for all branch presidents who have completed a term of office at the end of 2001-02. When the pins arrive at the office, they will be forwarded to the current branch president who will be asked to find a suitable occasion at which the pin can be presented to the past president.

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#### **A CLOSING THOUGHT...**

As we all prepare for the summer break, I thought I'd end this year's Updates with the following excerpt from the book entitled "Teachers Are Special - A Tribute to Those Who Educate, Encourage & Inspire", compiled by Nancy Burke. These are the words of 16-year old student, David:

*"My third-grade teacher was the best. She made sure I learned. She taught me right from wrong. And she kept me out of trouble. She told me to be a leader, not a follower. And that's what I've done. She gave me pride and self-confidence. She made me understand what life is all about and how important it is to plan your life. Today I believe in myself. And I'm never going to let her down."*

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For further information on any items dealt with in this publication, please contact:

[Geraldyn Costello](#), Assistant to the President  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NF A1B 1W1  
Telephone: 709-726-3223 or 1-800-563-3599, ext. 222  
Fax: 709-726-4302 or 1-877-711-NLTA

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