



# Branch Update

Newfoundland and Labrador Teachers' Association

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## INTRODUCTION

This final edition of the Branch Update for 2003-04 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 2004-05.

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

To those of you who are retiring from branch service or retiring from the teaching profession, thank you for participating in the work of your Association during your tenure as branch officers. I wish you well as you either move to another phase of your teaching career or as you start a new life as a "retired teacher".

Thank you all for your involvement within your branch this past year. Best wishes for the remainder of this school year.

[Geraldyn Costello](#)

Assistant to the President

## 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 that the election occur precisely in that week, it is 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 50-51 of the Branch Operations Manual for information and advice on running branch elections.)

## BRANCH AUDIT – A Note for 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 25 (for example) and the year-end audit completed, then the new financial year starts on June 26. 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.

## **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 25). The form is an important first step in registering your branch for 2004-05. 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. 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, documents and 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 PRESIDENTS' 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, these pins will be ordered in the fall for all branch presidents who have completed a term of office at the end of 2003-04 and forwarded to the branch for presentation.

## **RETIREMENT SCROLLS AND PINS**

Please ensure that a suitable occasion is arranged for presentation of the retirement scrolls and pins for teachers in your branch who are retiring during this school year. Scrolls should be ordered well in advance of the date you will require them.

The form to use when requesting retirement scrolls and pins is located in the FORMS section of your Branch Operations Manual.

Please also ensure that you include in the list of retiring teachers any substitute teachers who may be planning on retiring this year and also include them in any branch function honouring retiring teachers.

**A REMINDER TO TREASURERS:** Upon proof of expenditure, the Association will reimburse your branch up to \$23 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. See the Branch Operations Manual for the appropriate reimbursement forms.

## **A Closing Thought . . .**

### **God Bless the Teacher**

God bless the teacher...  
For in your care each day,  
you teach the children  
to laugh and play and enjoy  
their lives that are  
still unspoiled by a world  
that is sometimes hard to understand.

God bless the teacher...  
You build your students'  
hopes and dreams and self-esteem.

You teach them compassion, friendship, and loyalty.  
You help them grow and teach them things  
that matter most.  
You teach them how to be themselves.

God bless the teacher...

For being there

to calm your students' fears,

cheer them up, and dry their tears.

Thank you for everything you do.

(Julia Escobar, from the book "The Language of Teaching" -- A Collection from Blue Mountain Artists)

## *Have A Safe and Relaxing Summer Vacation!*

Branch Update is published three times a year by the Branch Operations Office of the NLTA and is printed by the Printing Service Division.

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