



# Branch Update

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## Introduction

*This final edition of the **Branch Update** for 2011-12 will provide you with reminders and information regarding regular year-end branch duties such as:*

- *Electing the new branch executive,*
- *Auditing of branch financial records,*
- *Holding the branch annual meeting, and*
- *Completing the Preliminary Branch Registration Form for 2012-13.*

*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 start a new life as a "retired teacher".*

*Thank you all for your involvement within your branch this past year.*

**Geralyn Costello**  
**Executive Assistant, Governance**

## Joint Council Meetings 2012-13 (Preliminary Notice)

The two regularly scheduled Joint Council meetings for 2012-13 will take place on Friday (all day) and Saturday, November 2 and 3, 2012 and on Friday (all day) and Saturday, February 15 and 16, 2013. Both meetings will be held at Holiday Inn, St. John's.

## School Representative Seminars

A new cycle of school representatives seminars will begin in October 2012. Three seminars will be held each year for the next three years in nine regions of the province.

*In a change from previous seminars, for the next three-year cycle, one additional member of each Branch Executive (to be chosen by the Executive) will attend the seminars in addition to school representatives and branch presidents.*

This year the seminars taking place and branches involved are as follows:

### Group 1 – Avalon Group A – October 12 - 13

**Location:** Sheraton Hotel Newfoundland, St. John's

**Branches Attending:** Conception Bay Centre, Conception Bay South, St. John's Centre, St. Mary's Bay, Southern Shore, Waterford Valley

### Group 2 – Green Bay/Grand Falls-Windsor/Connaigre – October 19-20

**Location:** Mount Peyton Hotel, Grand Falls-Windsor

**Branches Attending:** Bay d'Espoir, Belleoram-Wreck Cove, Exploits Valley, Green Bay, Harton, Seagaulher

### Group 3 – Corner Brook and Southwest – October 26-27

**Location:** Greenwood Inn, Corner Brook

**Branches Attending:** Appalachia, Burgeo, Humber, Port aux Basques, Rameaux

**The registration form will be sent to schools and branches in May, and we ask that you encourage all your school representatives and a branch executive member to attend.**

### **Visitations to Branches by Provincial Executive Members**

Please note that additional visits to branches by the Executive contact person beyond the one visit per year stated in policy should be cleared with President Lily Cole's office.

The presentation of retirement scrolls/pins at a branch retirement function would normally be carried out by the branch president. However, an Executive member may be requested by the Provincial President to represent her to carry out this function. **Please contact either Lily or myself and we will arrange for her or, if she's not available, another Executive member to attend your retirement function.**

### **Branch Elections**

**The second week of May** is set aside for branch elections. While it is not required that the election occur that week, it is recommended that branches have the 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 page 46 of the Branch Operations Manual for information and advice on running branch elections. It is located on the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca) under the "Publications" section.*

### **Branch Audits – A Note to 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 22 (for example) and the year-end audit completed, then the new financial year starts on June 23. 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. The audit form to be completed for this year has been forwarded directly to branch treasurers via a separate email. *Also, the Branch Audit form is now online on the NLTA website and can be printed from a pdf file that is located in the "Online Forms" section of the website.*

## Branch Registration Forms

### ► Preliminary Branch Registration Form

This form, which will be forwarded to current branch presidents via a separate email, **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 22).** The form is an important first step in registering your branch for 2012-13. Two hundred dollars of the branch registration rebate of **\$600** 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.

*Both the Branch Preliminary and Official Registration forms can be completed online and submitted directly to the NLTA office or can be downloaded as pdf files from the "Online Forms" section of the website.*

## 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 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. These pins will be ordered in the fall for all branch presidents who have completed a term of office and will be 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 "Retirement Scrolls/Pins" order form can be completed online and submitted directly to the NLTA office or can be downloaded as a pdf file from the "Online Forms" section of the website.*

**Please note: NLTA staff member Joann Russell has taken over the ordering of scrolls and pins effective immediately. Her contact information is: [jrussell@nlta.nl.ca](mailto:jrussell@nlta.nl.ca) and her phone extension is 240.**

NLTA policy states that any teacher (or school board director/assistant director) who has been a member of the Association for not less than 20 years and who has accumulated not less than 20 years of teaching in the province is entitled to a Life Membership Scroll, and those who have taught for less than 20 years will receive an Honourable Retirement Scroll. In addition, the Association now provides a Life Member card to teachers who retired with not less than 20 years of service. This card, along with a letter from the NLTA President, is provided to each retiring teacher along with their retirement scroll and pin.

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

**A REMINDER TO TREASURERS:** The Association will reimburse your branch up to \$28 per retiree and retiree's guest for the cost of meals provided at your retirement banquet. *You can download a pdf version of*

*the "Branch Request for Additional Funding" form from the "Online Forms" section of the website or complete it online and submit it directly to the NLTA Office.*

## A Closing Thought. . .

*Then followed that beautiful season...Summer.  
Filled was the air with a dreamy and magical light; and the landscape  
Lay as if new created in all the freshness of childhood.*

*~Henry Wadsworth Longfellow*

## Enjoy your summer vacation!

*Branch Update* is published three times a year by the Branch Operations Office of the NLTA. This newsletter can also be found on-line at the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca). Just click on "Publications" and then go to "B" for Branch Update.

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