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**A Newsletter for Branch Executives published by Field Services Vol. 11, No. 3, April, 1998**

As we rapidly approach the end of this school year, I'm sure your thoughts are on the completion of your teaching duties and the winding down of branch activities for the year.

In this, the final edition of the Branch Update for 1997-98, you will find reminders and information regarding regular year-end branch duties of the branch executive 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 1998-99.

I hope that you have found this publication useful in assisting you to carry out your branch duties throughout the year.

Thank you to our branch president and branch executive members for the time you have spent involved in your local branch activities during the past year. The Provincial Executive and staff of NLTA appreciate your continued support of the Association and the important role you play in the existence of our local branch structure.

Best wishes for the remainder of this school year. Have an enjoyable and safe summer vacation!

[Geraldyn Costello](#)

Assistant to the President

## **Suggested Branch Program**

### **MAY**

- Election of Branch Executive (May 10-16, 1998)
- Event to honour retiring full-time and substitute teachers
- Year-End Social

### **JUNE**

- Last day of school (June 19, 1998) is the deadline for mailing Preliminary Branch registration Forms submitted to the NLTA Office. (Even partially completed forms should be mailed.)
- All branch files and material 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 continuity is established. *(See pages 52-53 of the Branch Operations Manual for information and advice on running branch elections.)*

As most of you know, branch executives can now be elected for a two-year term of office. Last year a number of branches amended their branch by-laws to include this change. Please note that this is a recommendation only and is not a requirement for your branch by-laws. However to proceed with such an amendment, please follow the procedure on page 65 of your Branch Operations Manual. Since this is a recommendation from the provincial body, as soon as you inform us of the fact that this change has been approved and adopted at a general branch meeting, we will confirm that the change is approved.

### **Branch Audit -- 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 end and the beginning of the next. That is, if the "books" are closed on June 19th (for example) and the year-end audit completed then the new financial year starts on June 20th. 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 circumstance 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. When the official audit and official registration forms are received at the NLTA Office, the membership rebate of \$4.00 per member is forwarded to your branch.

**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**

Forms have been mailed with this copy of the Branch Update:

### **Preliminary Branch Registration**

This form 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 19th). This form is an important first step in registering your branch for 1998-99. Two hundred dollars of the branch registration rebate of \$520.00 will be forwarded to your branch in early September if this form has been received at the NLTA office.

## **Official Branch Registration Form**

The official registration form should be completed early 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 \$320.00 of the registration rebate will be forwarded to your branch when this form is received at the NLTA office.

## **Retirement Scrolls and Pins**

If there are any teachers in your branch (including substitute teachers) who are retiring at the end of this school year, please ensure that a suitable occasion is arranged for presentation of the retirement scroll and pin. It is important that retirement scrolls be ordered through the NLTA Office well in advance of the date you will require them. When ordering retirement scrolls, please include the teacher's name as he/she wishes it to appear on the retirement scroll, the number of years the person taught in the province, and the teacher's retirement date or the date of the retirement banquet. The form to be used when ordering scrolls is located in the FORMS section of your Branch Operations Manual

## **Transfer of Office**

As various positions on your branch executive are turned over to newly elected executive members, it is important that branch files, records and documents be handed over as well. Such items would include:

- branch filing cabinet
- Branch Operations Manual;
- branch minute books and secretary's files;
- branch financial records.

## **Past President's Pins**

A past president's pin will be provide 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 1997-98. 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.

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

In life when something appears to be the end it is  
really a new beginning.