



Branch Update

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February 2013

Introduction

This newsletter can also be found on-line at www.nlta.nl.ca. Just click on "Publications" and then go to "B" for Branch Update.

If you have any comments, questions, or suggestions for the Branch Update, please contact me at the NLTA Office at Extension 222 or via e-mail: gcostello@nlta.nl.ca.

Geralyn Costello
Executive Assistant, Governance

Branch Items for 2013 BGM

⇒ The following branch items dealing with the Biennial General Meeting must be decided upon at a **general branch meeting**:

1. Branch nominations to the Provincial Executive. Nominations will be accepted up to the second day of Convention – April 4, 2013. The deadline for nominations to appear in the Convention edition of *The Bulletin* has already passed.
3. Delegates and alternates to Convention should be decided upon and the names forwarded to the NLTA Office on the form provided in your Branch Operations Manual.

⇒ The Convention Bulletin will be mailed to all branches approximately one month prior to the BGM. A full branch meeting, or some other mechanism, must be put in place to permit

branch members an opportunity to discuss and inform their delegates regarding positions on resolutions, by-law changes, candidate choices, etc.

⇒ Nomination forms for Provincial Executive must be submitted on the appropriate nomination form included in the **FORMS** section of the Branch Operations Manual.

Joint Council Meeting

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on Friday, February 15, at the Holiday Inn.

Information on the meeting, including a registration form, has already been sent to you. Please ensure that your form is returned to the NLTA Office as soon as possible and that you contact us if you wish to have your travel arrangements made by the NLTA Office.

Branch Registration and Audit

There are still several branches who have not forwarded the Branch Audit Form for 2011-12 to the NLTA Office. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. **Please note that these forms must be received in order for branch representatives to attend meetings of the Association including Joint Council and BGM.**

Branch Financing Requests

Just a reminder that the NLTA Treasurer and the Finance Committee are responsible for responding to requests from branches for additional funding. Please use the *Request for Additional Funding Form* included in your Branch Operations Manual when making such requests, and forward them to the NLTA Office.

Important Dates/Deadlines

April 2, 2013

Pre-BGM sessions and Opening Session, Sheraton Hotel Newfoundland, St. John's.

April 3-5, 2013

Biennial General Meeting, Sheraton Hotel Newfoundland, St. John's.

April 4, 2013

Final deadline for receipt of nominations for Provincial Executive (second day of Convention.)

May 5-11, 2012

Branch Election Week

Retirement Scrolls and Pins

NLTA policy states that any teacher (or school board director/assistant director) who has been a member of the Association for over 20 years and who has accumulated over 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.

Scrolls should be ordered well in advance of the date you will require them. When ordering the scrolls, please ensure that you have included the teacher's name as he/she wishes it to appear on

the retirement scroll; whether the person has taught for 20 years or more in the province; and the teacher's retirement date. *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 also ensure that you include in the list of retiring teachers any substitute teachers who may be planning on retiring this year. Scrolls and pins should be ordered for them, and they should then be included 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.*

Branch Update is published three times a year by the Branch Operations Office of the NLTA.

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

Geralyn Costello, Executive Assistant, Governance
Newfoundland and Labrador Teachers' Association
3 Kenmount Road
St. John's, NL A1B 1W1

Telephone: 709-726-3223 or
1-800-563-3599, Ext. 222

Fax: 709-726-4302 or
1-877-711-NLTA

E-mail/Web Site: gcostello@nlta.nl.ca
www.nlta.nl.ca