



Branch Update

Newfoundland and Labrador
Teachers' Association

A Newsletter for Branch Executives Vol. 14, No. 2, January, 2001

Introduction

I take this opportunity to extend best wishes for a happy and prosperous 2001 to all branch presidents and other branch officers. I hope you had a relaxing Christmas break. The next few months will be busy ones in your schools and also a busy time for NLTA activities as we prepare for our second Joint Council meeting for this year and for the Biennial General Meeting.

This issue of the Branch Update contains details on deadlines dealing with your branch's preparations for BGM as well as other items of importance and interest to you and your branch. If you have any comments or questions regarding what is contained within your Branch Update or any other matter of concern to your branch, please give me a call at Extension 222 or e-mail me at gcostello@nlta.nf.ca.

Thank you for your continued efforts on behalf of your branch members. I look forward to working with you in 2001.



Geralyn Costello
Assistant to the President

CORRECTION FROM OCTOBER BRANCH UPDATE

Please note that Sean Noah's name was inadvertently left out of the list of your Provincial Executive for this year. Sean is a teaching principal at Avoca Collegiate in Badger.

BRANCH REGISTRATION AND AUDIT

A reminder that there are several branches which have not yet finalized their Official Branch Registration Form for 2000-01 and their Official Audit for 1999-00. These forms must be submitted before the branch can be sent the remainder of its registration and membership rebates. Also, please note that branches must be officially registered in order for branch representatives to attend meetings of the Association including Joint Council and BGM. Please follow up on this task if you

have not already done so.

IMPORTANT DATES AND DEADLINES FOR 2000-01

January 15, 2001	Nominations for the Bancroft Award must be received at the NLTA Office by this date. Deadline date for sending branch registration of substitute teachers to the NLTA Office.
January 18, 2001	Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2001 Convention.
March 31, 2001	Deadline for the Centennial Fund Award nominations.
February 1, 2001	Nominations for NLTA President/Vice-President must be postmarked by this date for inclusion in Convention Bulletin. Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.
February 14, 2001	Janeway Day in the Schools
February 18, 2001	Deadline for mailing nominations for NLTA Provincial Executive to ensure publication in the Convention Bulletin. Deadline for submission of resolutions to Convention 2001. Branch delegates/alternates names must be provided by this date for inclusion in the Convention Bulletin. (All items must be postmarked, faxed or hand-delivered by this date.)
March 4-10, 2001	Education Week
April 1, 2001	Deadline for Johnson Bursary applications.
April 18-20, 2001	Biennial Convention of the Newfoundland and Labrador Teachers' Association, Delta Hotel, St. John's.
April 19, 2001	Final deadline for receipt of nominations for Office of President, Vice-President, and Provincial Executive.
April 30, 2001	Deadline for Deferred Salary Leave

applications and year-end contract
resignations.

May 6-12, 2001

Branch Election Week

FEBRUARY JOINT COUNCIL MEETING

The second regular Joint Council meeting for this year will take place on Friday (all day) and Saturday, February 9th and 10th, at the Holiday Inn in St. John's. Registration forms for this meeting will be forwarded to you by Colleen Wade. Please ensure that your forms are returned to her as soon as possible and that you contact her if you wish to have your travel arrangements made by the NLTA Office. Any branch president who wishes to have an item placed on the agenda during the Branch Presidents' Forum should contact me as soon as possible with your request.

CONTACT WITH SUBSTITUTE TEACHERS

The purpose of the registration procedure for substitute teachers is to maintain contact with these active members of the Association so that they can be included in ongoing branch activities. Remember that the procedure for registering your substitute teacher members should be completed by January 15th in order to receive your \$4.00 membership rebate for them. These members should be contacted and registered individually, and the forms designed for this purpose are included in the FORMS section of the Branch Operations Manual. If you have not already done so, please try to complete the registration process as soon as possible.

RETIREMENT SCROLLS AND PINS

If there are any teachers in your branch who are retiring during 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 well in advance of the date you will require them.

The NLTA policy is 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.

When ordering retirement 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 or the date of the retirement banquet.

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

Also, please remember that when you contact your school reps for the names of teachers from their schools who are planning to retire this year, you should ask them to check to see if there are any teachers who substitute at their school who are also planning to retire. Scrolls and pins should be ordered for these retiring

substitute teachers, and they should then be included in any branch function honouring retiring teachers.

BRANCH ITEMS FOR BGM 2001

The following branch items dealing with the Biennial General Meeting must be decided upon at a general branch meeting in accordance with NLTA By-Law IX.D.:

1. Branch nominations to the Provincial Executive.
2. Possible resolutions for Convention must be considered and voted upon by the branch and those approved forwarded to the NLTA Office.
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 NLTA President, Vice-President, or Provincial Executive must be submitted on the appropriate nomination form. These forms are included in the FORMS section of the Branch Operations Manual. If you require additional copies, please photocopy as necessary or contact me at the NLTA Office.

Resolutions for BGM should be submitted on the appropriate form, a copy of which is also included in the FORMS section of the Branch Operations Manual. The form can also be photocopied as necessary.

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:

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