



# Branch Update

Newfoundland and Labrador Teachers' Association

Vol. 18, No. 2

January 2005

## INTRODUCTION

*Happy New Year! I trust you all enjoyed your Christmas vacation.*

*This issue of the Branch Update contains details on deadlines dealing with your branch's preparations for the province-wide election of NLTA President and Vice-President and for the 2005 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.nl.ca](mailto:gcostello@nlta.nl.ca).*

[Geraldyn Costello](#)

Assistant to the President

## PROVINCE-WIDE ELECTION

The province-wide election for President and Vice-President will take place on Tuesday, February 8. Election packages containing the ballots will be arriving in your school shortly. (Separate packages for branch presidents are also being sent.) Please ask your school reps to open the election packages as soon as they are received and return **Form A** by fax to the NLTA office **immediately**.

Please ensure that school reps are in place in each school so that they can conduct the vote on February 8. If there is a school in your branch that does not have a rep, we ask that you arrange to have a teacher in that school conduct the vote. If that is not possible, please designate one of your branch executive members to do so.

## JOINT COUNCIL MEETINGS

The second Joint Council meeting for this year will take place on Friday (all day) and Saturday, February 18 and 19, 2005, at the Holiday Inn in St. John's. Any branch president who wishes to have an item placed on the agenda during the *Branch Presidents' Forum* should contact me by **Friday, February 4**, with your request.

## CONTACT WITH SUBSTITUTES

The deadline date for the registration of substitute teachers is **January 15th**. The registration procedure is included in your Branch Operations Manual.

### IMPORTANT DATES / DEADLINES FOR 2005

January 15, 2005

Nominations for the Bancroft, Allan Bishop, Barnes and Special Recognition Awards must be **received** at the NLTA Office by this date.

January 30, 2005

Deadline for mailing nominations for Provincial Executive to ensure publication in the Convention Bulletin.

Deadline for submission of resolutions to Convention 2005.

Branch delegates/alternates names must be provided by this date for inclusion in the Convention Bulletin.

February 1, 2005

Deadline for receipt of applications for Educational Leave.

|                        |   |
|------------------------|---|
|                        | Teachers must make prior application to the school board.   |
| February 8, 2005       | Province-wide vote for the election of NLTA President and Vice-President.   |
| February 22, 2005      | If required, run-off ballot for the election of NLTA President and Vice-President.  |
| March 6-12, 2005       | Education Week  |
| March 29-April 1, 2005 | Biennial General Meeting, Delta Hotel, St. John's   |
| March 31, 2005         | Final deadline for receipt of nominations for Provincial Executive Council (second day of Convention).<br><br>Deadline for the Centennial Fund Award nominations. |
| April 1, 2005          | Deadline for Johnson Bursary applications.  |
| April 30, 2005         | Deadline for Deferred Salary Leave applications and year-end contract resignations.   |
| May 8-14, 2005         | Branch Election Week  |

### BRANCH ITEMS FOR BGM 2005

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

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.

### RETIREMENT SCROLLS AND PINS

Please ensure that a suitable occasion is arranged for presentation of the retirement scroll and pin for any teachers in your branch, including substitute teachers, who are retiring during this school year. 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 form to use when requesting retirement scrolls and pins is located in the **FORMS** section of your **Branch Operations Manual**.

### Something To Think About . . .

*Obstacles are those frightful things you see when you take your eyes off the goal. ~ Henry Ford*

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

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