



# Branch Update

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January 2011

## Introduction

*Happy New Year! I hope that you all enjoyed your Christmas holiday with family and friends.*

*This newsletter can also be found on-line at [www.nlta.nl.ca](http://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](mailto:gcostello@nlta.nl.ca).*

**Geralyn Costello**  
Executive Assistant, Governance

## Association Awards

You are reminded once again that the deadline for nominations for the Bancroft, Barnes, Allan Bishop and Special Recognition Awards is **January 15**. The policy for each of these awards is outlined in the Branch Operations Manual, and the nomination forms are included in the "Forms" section of the Manual. The Branch Operations Manual can be found on the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca). Click on "Publications" and then go to "B" for Branch Operations Manual. You can download any forms you require from that section of the website.

## Province-wide Election for President and Vice-President

The province-wide election for President and Vice-President will take place on **Tuesday**,

**February 8**. Election packages containing the ballots should arrive in the schools in your branch this week. 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**.

Separate packages containing election instructions and forms have been sent to branch presidents. **So please open your package and send your Confirmation of Receipt Form back to the NLTA office as soon as possible.**

We also ask that you 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.

## Branch Items for 2011 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.
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.

*(Copies of the forms noted above were also emailed to branch presidents in December.)*

## Joint Council Meeting

The second regularly scheduled Joint Council meeting for this school year will take place in St. John's on Friday (all day) and Saturday, March 11 and 12, 2011, at the Holiday Inn in St. John's.

Information on the meeting, including a registration form, will be sent to you in early February. Once you receive it, 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.

## NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from December 1, 2010 to February 28, 2011 is 48.2 cents per kilometre.

## Branch Registration and Audit

There are still several branches who have not forwarded the Branch Audit Form for 2009-10 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.

## Contact with Substitutes

The procedure for registering your substitute teacher members, and receiving the \$4.00 membership rebate for them, is included in your Branch Operations Manual. These members have to be contacted and registered individually and the forms designed for that purpose are included in the "Forms" section of the Manual. Please try to complete the registration process by the deadline date of **January 15**.

## Important Dates/Deadlines 10-11

### January 15, 2011

- Nominations for the Bancroft, Allan Bishop, Barnes and Special Recognition Awards must be **received** at the NLTA Office by this date.
- Deadline date for sending branch registration of substitute teachers to the NLTA Office.

**January 27, 2011**

Deadline for receipt of proposed amendments to NLTA by-laws in order for such proposed changes to be dealt with at the 2011 BGM.

**February 1, 2011**

Deadline for receipt of applications for Educational Leave. Teachers must make prior application to the school board.

**February 8, 2011**

Province-wide vote for the election of NLTA President and Vice-President.

**February 22, 2011**

If required, run-off ballot for election of President and/or Vice-President.

**February 27, 2011**

- All nominations for Provincial Executive for publication in the Convention issue of *The Bulletin* must be postmarked by this date.
- Names of elected delegates and alternates to Convention should be decided and forwarded to NLTA Office by this date for inclusion in the Convention issue of *The Bulletin*.
- Deadline for submission of resolutions to Convention 2011.

**March 6-12, 2011**

Education Week

**March 31, 2011**

Deadline for the Centennial Fund Award nominations.

**April 1, 2011**

Deadline for Johnson Bursary applications.

**April 26, 2011**

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

**April 27-29, 2011**

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

**April 28, 2011**

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

**April 30, 2011**

Deadline for Deferred Salary Leave applications and year-end contract resignations.

**May 8-14, 2011**

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 order form is located in the FORMS section of your Branch Operations Manual and can be downloaded from the Branch Operations Manual section on the NLTA 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. The appropriate reimbursement forms can be obtained from the Branch Operations Manual or on the website.

## Something To Think About . . .

*Creativity: An organization that is committed to creative collaboration will ride the wave of the future. They will go beyond the realm of assumptive thinking and welcome the dawn of innovation...because there is nothing more empowering than an idea whose time has come.*

**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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