



# Branch Update

Vol. 24, No. 3

June 2011

## Introduction

*This final edition of the **Branch Update** for 2010-11 will provide you with reminders and information regarding regular year-end branch duties such as:*

- *Electing the new branch executive,*
- *Auditing of branch financial records,*
- *Holding the branch annual meeting, and*
- *Completing the Preliminary Branch Registration Form for 2011-12.*

*To those of you who are retiring from branch service or retiring from the teaching profession, thank you for participating in the work of your Association during your tenure as branch officers. I wish you well as you either move to another phase of your teaching career or as you start a new life as a "retired teacher".*

*Thank you all for your involvement within your branch this past year.*

**Geralyn Costello**  
**Executive Assistant, Governance**

## Joint Council Meetings 2011-12 (Preliminary Notice)

The two regularly scheduled Joint Council meetings for 2011-12 will take place on Friday (all day) and Saturday, November 25 and 26, 2011 and on Friday (all day) and Saturday, March 23 and 24, 2012.

## School Representative Seminars

The final set of the three-year cycle of school representatives seminars will take place in October 2011. This year the seminars taking place and branches involved are as follows:

### Group 1 – Plum Point – October 14 - 15

Location: Plum Point Motel

Branches Attending: Aurora, Belle Mer, Bremco, Ingornachoix, Northern Light

### Group 2 – Clarenville – October 21 - 22

Location: Clarenville Inn

Branches Attending: Burin-Marystown, Clarenbridge, Granforline, Landfall, Rushoon-Terrenceville, Trinity, T. Bay

### Group 3 – Deer Lake – October 28 - 29

Location: Deer Lake Motel

Branches Attending: Baie Verte Peninsula, Deer Lake, Long Range, Table Mountain, Taylor's Brook

**Please remember that branch presidents are also invited to attend these seminars along with their school reps.** The registration form will be sent to schools in early June, and we ask that you encourage all your school representatives to attend.

## 2011 Biennial General Meeting

### ► Provincial Executive for 2011-13

Ten new Executive members were elected at the 2011 BGM and they, along with the new President and Vice-President (who were elected by province-wide vote in February), will form your Provincial Executive. They will officially begin their duties as of August 1, 2011.

### ► By-Law Changes

Delegates to BGM approved one by-law change to move the date of the province-wide election for President and Vice-President from February to the previous December. See the June edition of *The Bulletin* for details.

### ► BGM Resolutions

A summary of the outcome of each resolution from the 2011 BGM will be published in the June edition of *The Bulletin*. All resolutions which were carried or referred by BGM have now been passed on to Executive standing committees for their consideration and action.

## Branch Elections

Most branch elections will have taken place during the second week of May which is set aside for branch elections. While it is not required that the election occur that week, it is recommended that branches have the 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

some continuity is established. (See page 47 of the *Branch Operations Manual for information and advice on running branch elections.*)

## Branch Viability Profiles

The 2007 BGM approved changes to the policy on branches to include the completion, every two years, of Branch Viability Profiles. This procedure requires each branch to complete and submit to the NLTA head office, prior to the end of each school year in which the Association's BGM is held, a branch viability profile. Further information regarding the completion of this profile has been forwarded to branches under separate cover.

## Branch Audits – A Note to 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 and the beginning of the next. That is, if the “books” are closed on June 24 (for example) and the year-end audit completed, then the new financial year starts on June 25. 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 circumstances 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. Audit forms to be completed for this year have been forwarded directly to branch treasurers via email. *Also, the Branch Audit form is now online on the NLTA website and can be printed from a pdf file that is located in the "Online Forms" section of the website.*

## Branch Registration Forms

### ➡ Preliminary Branch Registration Form

This form, which has been forwarded to current branch presidents via email, **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 24).** The form is an important first step in registering your branch for 2011-12. Two hundred dollars of the branch registration rebate of \$600 (new amount beginning next year) will be forwarded to your branch in early September if this form has been received at the NLTA office. **Please note that if your branch executive will be completing the second year of a two-year term next year and there are no changes in the executive from the previous year, the preliminary registration form does not have to be completed.** However, please contact me at

the NLTA Office to inform me of this so that your \$200 can be sent to you in September.

### ➡ Official Branch Registration Form

The official registration form should be completed 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. This form will be forwarded to the branch president in September.

*Both the Branch Preliminary and Official Registration forms can be completed online and submitted directly to the NLTA office or can be downloaded as pdf files from the "Online Forms" section of the website.*

## Transfer of Office

If various positions on your branch executive are turned over to newly elected executive members, please ensure that branch files, records, documents and financial records are handed over as soon as possible after the election. In this way, the new executive will have taken over responsibility for the branch records before the beginning of the next school year.

## Past President's Pins

A past president's pin will be provided automatically by the NLTA Office after a branch president completes his/her term of office. These pins will be ordered in the fall for all branch presidents who have completed a term of office and will be forwarded to the branch for presentation.

## Retirement Scrolls and Pins

Please ensure that a suitable occasion is arranged for presentation of the retirement scrolls and pins for teachers in your branch who are retiring during this school year. Scrolls should be ordered well in advance of the date you will require them. *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.*

NLTA policy states that any teacher (or school board director/assistant director) who has been a member of the Association for not less than 20 years and who has accumulated not less than 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. In addition, the Association now provides a Life Member card to teachers who retired with not less than 20 years of service. This card, along with a letter from the NLTA President, is provided to each retiring teacher along with their retirement scroll and pin.

Please also ensure that you include in the list of retiring teachers any substitute teachers who may be planning to retire this year and also include them 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.*

## A Closing Thought. . .

*What is one to say about June, the time of perfect young summer, the fulfillment of the promise of the earlier months, and with as yet no sign to remind one that its fresh young beauty will ever fade.*

*~Gertrude Jekyll, British garden designer, writer, and artist*

**Enjoy your summer vacation!**

*Branch Update* is published three times a year by the Branch Operations Office of the NLTA. This newsletter can also be found on-line at the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca). Just click on "Publications" and then go to "B" for Branch Update.

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