



Branch Update

Newfoundland and Labrador
Teachers' Association

A Newsletter for Branch Executives

Vol. 16, No. 3, May 2003

Introduction

This final edition of the Branch Update for 2002-03 will provide you with reminders and information regarding regular year-end branch duties such as:

- ▶ Election of the new branch executive,
- ▶ Auditing of branch financial records,
- ▶ Holding the branch annual meeting, and
- ▶ Completing the Preliminary Branch Registration Form for 2003-04.

Hopefully this publication has been helpful in completing your branch duties during this year.

Thank you for your involvement within your branch this past year. Your Provincial Executive and staff of NLTA appreciate your role in the continued existence of our local branch structure.

Best wishes for the remainder of this school year. Have an safe and relaxed summer vacation!

[Geraldyn Costello](#)

Assistant to the President

NLTA KILOMETRAGE RATE

For those of you who travel on NLTA business, please note that the kilometrage rate for March 1, 2002, to May 31, 2003, is 44.2 cents per kilometer.

SUGGESTED BRANCH PROGRAM FOR MAY AND JUNE

May

- ▶ Province-wide Election for NLTA President and Vice-President (May 6).
- ▶ Election of Branch Executive (2nd week of May).
- ▶ Event to honour retiring full-time and substitute teachers.
- ▶ Year End Social.

June

- ▶ Last day of school is the deadline for mailing Preliminary Branch Registration Forms to the NLTA Office. (Even partially completed forms should be mailed.)
- ▶ All branch files and materials should be passed over to new executive members.

BRANCH ELECTIONS

May is branch elections month and, in accordance with NLTA policy, the second

week of May is set aside for branch elections. While it is not strictly required that the election occur precisely in that week, it is strongly recommended that branches have the branch 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 pages 53-54 of the **Branch Operations Manual** for information and advice on running branch elections.*)

BRANCH AUDIT -- A Note to Branch 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 27 (for example) and the year-end audit completed, then the new financial year starts on June 28. 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 will be forwarded directly to branch treasurers under separate cover.**

If you, as branch treasurer, require any assistance in completing the audit forms, please feel free to give me a call.

BRANCH REGISTRATION FORMS

► PRELIMINARY BRANCH REGISTRATION FORM

This form, **which is being forwarded to current branch presidents under separate cover**, 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 27). The form is an important first step in registering your branch for 2003-04. Two hundred dollars of the branch registration rebate of \$520 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. The remaining \$320 of the registration rebate will be forwarded to your branch when this form is received at NLTA office. This form will be forwarded to the branch president in September.

TRANSFER OF OFFICE

If various positions on your branch executive are turned over to newly elected executive members, please ensure that branch files, records and documents such as the branch filing cabinet, Branch Operations Manual, branch minute books and secretary's files, and branch 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. After all branch registrations have been received in the Fall, these pins will be ordered for all branch presidents who have completed a term of office at the end of 2002-03. When the pins arrive at the office, they will be forwarded to the current branch president who will be asked to find a suitable occasion at which the pin can be presented to the past president.

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 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 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**.

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.

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**.

A REMINDER TO TREASURERS

Upon proof of expenditure, the Association will reimburse your branch up to \$23 per retiree and retiree's guest for the cost of meals provided to retirees at your retirement banquet. Please check with your Branch President to obtain the appropriate reimbursement forms which are contained in the **Branch Operations Manual**.

2003 BIENNIAL GENERAL MEETING

► PROVINCIAL EXECUTIVE FOR 2003-05

Our new Executive members were elected at the 2003 BGM and will begin their duties as of August 1, 2003. The President and Vice-President will be elected by province-wide vote on May 6.

► **BY-LAW CHANGE -- DATE FOR ELECTION OF PRESIDENT AND VICE-PRESIDENT**

Delegates to the 2003 BGM approved a by-law change that will see the next province-wide election of the President and Vice-President in 2005 be held in February rather than in May. See the June edition of The Bulletin for details regarding the wording of this by-law change.

► **BGM RESOLUTIONS**

A summary of the outcome of each resolution from the 2003 BGM has been prepared and will be published in The Bulletin. In addition, all those resolutions which were carried or referred by BGM have now been passed on to the various standing committees of Executive for their consideration and action. A report on the actioning of all such resolutions will be prepared for the next Convention.

A CLOSING THOUGHT...

What is a teacher?

A teacher is someone who sees each child
as a unique person
and encourages individual talents and strengths.

A teacher looks beyond each child's face
and sees inside their souls.

A teacher is someone with a special touch
and a ready smile
who takes the time to listen to both sides
and always tries to be fair.

A teacher has a caring heart
that respects and understands.

A teacher is someone
who can look past disruption and rebellion,
and recognize hurt and pain.

A teacher teaches the entire child
and helps to build confidence and raise self-esteem.

A teacher makes a difference in each child's life
and affects each family
and the future of us all.

-- Barbara Cage

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

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