



Branch Update

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April-May 2009

Introduction

This final edition of the *Branch Update* for 2008-09 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 2009-10.

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, Administration

Distribution of Branch Update

We will be continuing to send *Branch Update* via e-mail to all branch presidents, rather than by Canada Post. We ask that you forward copies via e-mail to your branch executive members, or copy it for distribution to them at your branch executive meeting. Remember also that the newsletter can be found on-line at www.nlta.nl.ca. Just click on "Publications" and then go to "B" for Branch Update.

Joint Council Meetings 2009-10 (Preliminary Notice)

The two regularly scheduled Joint Council meetings for 2009-10 will take place on Friday (all day) and Saturday, November 27 and 28, 2009 and on Friday (all day) and Saturday, March 26 and 27, 2010.

School Representative Seminars 2009-10

A new cycle of school representatives seminars will begin in October 2009. Three seminars will be held each year for the next three years in nine regions of the province. This year the seminars taking place and branches involved are as follows:

Group 1 – Avalon Group A – October 16 - 17

Location: Capital Hotel, St. John's

Branches Attending: Conception Bay Centre, Conception Bay South, St. John's Centre, St. Mary's Bay, Southern Shore, Waterford Valley

Group 2 – Corner Brook and Southwest – October 23 - 24

Location: Greenwood Inn, Corner Brook

Branches Attending: Appalachia, Burgeo, Humber, Port aux Basques, Rameaux

Group 3 – Green Bay/Grand Falls-Windsor/Connaigre – October 30 - 31

Location: Mount Peyton Hotel, Grand Falls-Windsor

Branches Attending: Bay d'Espoir, Belleoram-Wreck Cove, Exploits Valley, Green Bay, Harton, Seagaulher

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 May, and we ask that you encourage all your school representatives to attend.

2009 Biennial General Meeting

► Provincial Executive for 2009-11

Ten new Executive members were elected at the 2009 BGM and they, along with the new President and Vice-President (who were elected by province-wide vote in February) and the Past-President (who serves for one year following his/her term of office), will form your Provincial Executive. They will officially begin their duties as of August 1, 2009.

► By-Law Changes

Delegates to BGM approved one by-law change to permit both the President and Vice-President to seek a second term of office. See the June edition of *The Bulletin* for details.

► BGM Resolutions

A summary of the outcome of each resolution from the 2009 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

May is branch elections month and the second week of May 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 pages 51-52 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 will be 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 26 (for example) and the year-end audit completed, then the new financial year starts on June 27. 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. *Also, the Branch Audit form is now online on the "Members Only" section of the NLTA website. You can print the form 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 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 26).** The form is an important first step in registering your branch for 2009-10. 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. This form will be forwarded to the branch president in September.

The Branch Preliminary and Official Registration forms are online on the "Members Only" section of the NLTA website. Just go to the "Online Forms" section.

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

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: 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 at your retirement banquet. See the **Branch Operations Manual for the appropriate reimbursement forms.**

A Closing Thought. . .

I want to leave you this year with the following "Message of Thanks to All the Great Teachers in This World" by Donna Fargo. It is an excerpt from "The Language of Teaching", a Blue Mountain Arts Collection.

"Thank you for being such wonderful teachers, exemplary role models, and caring people. Thank you for knowing your subjects and sharing your knowledge. Thank you for not being afraid to treat students like real people. Thank you for showing acceptance, approval, and appreciation. These are all gifts that are so important to a student's development and that your students will always remember, just as they will also remember you.

Words of encouragement, a little respect, and simple gestures of kindness from a teacher promote the perfect climate for students to study, learn, and grow. Your attitude translates into a spirit of friendliness and good will toward others in a sometimes unfriendly world. Progress is easier in an atmosphere of creative freedom, joy, and ease, and you foster the feeling in your classroom.

I salute the good work you've done. I appreciate the people you are, and I thank you for your positive influence. You have passed on invaluable instruction and wisdom and created pleasurable moments associated with learning that will always be sweet memories.

Thank you for answering the call to be teachers. Thank you for the enduring impression you've made in the lives you have touched. Every community needs people like you. Your contributions are immeasurable. Your lessons are permanent. You improve our world. You are so important."

I hope you all enjoy your summer vacation!

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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