



Branch Update

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October 2009

Introduction

Welcome back to another school year and the resumption of NLTA branch activity. I trust that you all had a relaxing summer vacation. A special welcome is extended to all newly elected branch officers! Your involvement through your local branch Association is very important to the operation of your Association.

This newsletter is a communications vehicle between the NLTA Office and our 50 branch executives. Along with the Branch Operations Manual, the three issues of this newsletter published online during this year will contain important news, reminders, and items of interest to branch executive members.

Geralyn Costello
Executive Assistant, Administration

Distribution of Branch Operations Manual

Commencing this school year, the **Branch Operations Manual** is available online. It is located on the NLTA website at www.nlta.nl.ca. Just click on "Publications" and then go under "B" for Branch Operations Manual. **If any branch president would prefer to have a paper copy of the Manual, please contact me and I will forward one to you.**

Joint Council Meetings

The first Joint Council meeting for this year will take place on Friday (all day), and Saturday, November 27 and 28, at the **Capital Hotel**, St. John's.

Information on the meeting, including a registration form, will be sent to you shortly. 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.

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 26 and 27, 2010, at the Holiday Inn in St. John's.

NLTA Kilometrage Rate

For those of you who travel on NLTA business, please note that the kilometrage rate from September 1 to November 30, 2009 is 45.5 cents per kilometre.

NLTA Meal Allowance Rates

Effective August 26, 2009 the NLTA per diem meal allowance will be \$55 per day as follows: breakfast \$11; lunch \$16; and dinner \$28.

Branch Viability Profile

Branch rebates will not be sent if the profile is not in.

Branch Registration and Audit

If you have not already done so, please forward the Official Branch Registration Form for 2009-10 and your Branch Audit Form for 2008-09 to the NLTA Office. Your membership rebate for

this year can only be forwarded after these forms are received, and, in accordance with Association policy, the registration form should be received at the NLTA Office by **November 1** and the audit form by **December 31**.

The policy on branch financing provides that a portion of the branch registration and membership rebates will be forwarded as the registration forms are received. When the Preliminary Registration form is received from the branch, the first \$200 of the branch registration rebate is forwarded to the branch. The remainder of the \$520 registration rebate is forwarded to the branch upon receipt of the Official Branch Registration Form. Finally, the branch membership rebate (\$4.00 per member) is forwarded to the branch after the previous year's audit is received. All completed registration forms should be sent to me at the NLTA Office. Thank you for your attention to these branch registration matters.

Branch Executive Members

For those of you new to branch executive positions, please note that an NLTA By-Law change made at the 1999 BGM requires that only active teachers be permitted to hold office in the Association. Therefore, retired teachers can no longer be members of a branch executive.

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**.

School Board-Teacher Liaison

School Board-Teacher Liaison Committees were set up last year for a two-year period from September 2008 to August 2010. For the 2009-10 school year, there are several changes in committee members. These changes are being forwarded to branch presidents. An information sheet outlining information on the operation of these committees and listing committee members for the respective district/region will be forwarded to schools reps in the near future to place on the staff room bulletin board. Please ensure that teacher concerns from your branch are brought to the attention of the liaison committee members.

Association Awards

You are reminded once again of the nominating procedure for the Bancroft, Barnes, Allan Bishop and Special Recognition Awards. The policy for each of these awards is outlined in the Branch Operations Manual, and the nomination forms are included in the "Forms" section at the back of the Manual. If your branch will be nominating any deserving individual(s) for either of these awards, it is important that the nominating process be put in place immediately so that complete information on the individual is included on the nomination form. Note application deadlines in

the section of this newsletter entitled "Important Dates and Deadlines for 2009-10".

You should note that for the Bancroft, Barnes and Special Recognition Awards unsuccessful nominees in any year may be re-nominated for the two subsequent years following the original nomination. Please check your Branch Operations Manual for details.

Important Dates/Deadlines 09-10

November 1, 2009

Deadline for receipt of final branch registration form.

November 7, 2009

Deadline for Project Overseas applications.

December 31, 2009

Deadline for registration of substitute teachers and for receipt of branch audit for 2009-10.

January 15, 2010

- 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.

February 1, 2010

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

March 7-13, 2010

Education Week

March 31, 2010

Deadline for the Centennial Fund Award nominations.

April 1, 2010

Deadline for Johnson Bursary applications.

April 30, 2010

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

May 9-15, 2010

Branch Election Week

Branch Contact Program

Specific details of the branch visitation/contact program are contained in the Branch Visitation section of your Branch Operations Manual. The purpose of this program is to give every branch a direct contact with a member of the Provincial Executive who is assigned as contact person for a number of branches each year. The President is also available to visit any branch if the assigned Executive person is not available. Your Executive contact should be your first line of contact for information and assistance with branch operations and will assist you with any concerns relative to your branch, or for purposes of discussing any issues that are pertinent to you and your branch members. A minimum of monthly telephone contact is suggested in the policy on branch visitation.

The branch assignments for Provincial Executive for 2009-11 are as follows:

EXECUTIVE MEMBER	BRANCHES
Lily Cole President	*All Branches
Sean Noah Past-President	No assigned branches
Jim Dinn Vice-President	Conception Bay South Marconi Placentia St. John's Centre
Derek Drover	Bay d'Espoir Belleoram-Wreck Cove Exploits Valley Harton Seagaulher

EXECUTIVE MEMBER	BRANCHES
Dean Ingram	Fogo Island Hamilton Sound Notre Dame Trinity-Deadman's Bay
Jackie Maloney	GranForLine Burin-Marystown Rushoon-Terrenceville St. Brendan's
Tina Matthews	Baie Verte Peninsula Deer Lake Green Bay Table Mountain Taylor's Brook
Jean Murphy	Aurora Belle Mer Bremco Ingornachoix Long Range Northern Light
Graydon Pelley	Appalachia Burgeo Humber Port aux Basques Rameaux
Sandra Quigley	Churchill Falls Coastal Labrador South Labrador West Lake Melville Nutak Labradorimi
Gabriel Ryan	Baccalieu Conception Bay Centre Upper Trinity South Waterford Valley
Paula Smith	Clarenbridge Ganova Landfall Trinity, T. Bay
Jeanne Williams	Bay Roberts Carbonear St. Mary's Bay Southern Shore

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2009-10 was recently established. To avoid the possibility of travel/schedule commitments conflicting with an Executive meeting where their attendance may be required, administrative staff will not normally be available for branch visitation, workshops or other branch activities on the day immediately prior to an Executive meeting, or on the days of an Executive meeting. The dates are:

Thursday, November 26

Friday and Saturday, January 22 and 23

Thursday, March 25

Friday and Saturday, May 28 and 29

Something To Think About . . .

The health of an organisation is closely related to the health of its environment: in attending to its environment, an organisation is attending to itself.

(Excerpt from "Leaning Into The Future - Changing The Way People Change Organisations" by George Binney & Colin Williams, 1995)

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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