

BRANCH UPDATE

newfoundland and labrador teachers' association

Introduction

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

This newsletter is a communications vehicle between the NLTA Office and our 49 branch executives. Along with the Branch Operations Manual available to Branch Presidents, the three issues of this newsletter published during this year will contain important news, reminders, and items of interest to branch executive members.

Geralyn Costello
Executive Assistant, Governance

Branch Operations Manual

The **Branch Operations Manual**, which contains information and tips on operating your branch, is available online via the NLTA website at www.nlta.nl.ca. Just click on "Publications" and then go under "B" for Branch Operations Manual. **If you would prefer to have a paper copy of the Manual, please contact me.**

Joint Council Meetings

The first regular Joint Council meeting for this year will take place Friday (full day) and Saturday (until 1 p.m.), October 24 and 25, 2014 at the **Capital Hotel**, St. John's. **The Candidates' Forum for the upcoming Province-Wide Election for NLTA President and Vice-President will take place on Saturday morning during the meeting.**

Information on the meeting, including a registration form, was sent to you at the end of September. 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 on Friday (full day) and Saturday (until 1 p.m.), February 20 and 21, 2015 at Holiday Inn, 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, 2014 is 54 cents per kilometre and 79.5 per kilometre for unpaved roads.

Branch Registration/Audit

If you have not already done so, please forward the Official Branch Registration Form for 2014-15 and your Branch Audit Form for 2013-14 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 Branch Registration and Audit forms can be completed online and submitted to the NLTA Office. Check the "Forms" section of the NLTA website.)

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 \$600 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 rebates are now forwarded by electronic transfer directly to branch accounts. An email will be sent by NLTA Accountant Rita Tee (rtee@nlta.nl.ca) to the treasurer each time an amount is transferred. If your bank account information has changed since last year, please ensure that you forward this information to me as soon as possible.

Branch Financing Requests

Just a reminder to use the *Request for Additional Funding* Form included in your Branch Operations Manual when making requests for additional branch funding. **This form can also be completed and submitted online. Check the "Forms" section of the NLTA website.**

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 (and can also be found online at the NLTA website). Please try to complete the registration process by the deadline date of **January 15**.

School Board-Teacher Liaison Committees

A new format for School Board-Teacher Liaison Committees was approved in the recent tentative agreement. Further information on the operation of these committees will be forwarded in the near future.

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. (Nomination forms are also online at the NLTA website – just go to “Forms” where you can complete the form online and submit it to the NLTA Office or print a pdf version.) 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. Please note application deadlines in the section of this newsletter entitled “Important Dates and Deadlines for 2014-15”.

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.

Provincial Executive Meetings

The following schedule for Provincial Executive Meetings for 2014-15 has been 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, October 23

Friday and Saturday, November 28-29

Wednesday (p.m.) and Thursday, February 18-19

Friday and Saturday, May 8-9

Friday and Saturday, June 12-13

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. 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 phone/e-mail contact is suggested in the policy on branch visitation.

Please note that requests for Provincial Executive members to attend year-end branch dinners or retirement banquets should be made through President Jim Dinn’s office.

The branch assignments for Provincial Executive for 2013-15 are as follows:

EXECUTIVE MEMBER	BRANCHES
Jim Dinn President	*All Branches
Dean Ingram Vice-President	Clarenbridge Landfall St. Mary’s Bay Trinity, T. Bay
Derek Drover Table Officer	Bay d’Espoir Belleoram-Wreck Cove Exploits Valley Harton Seagaulher
Jeanne Williams Table Officer	Conception Bay Centre Conception Bay South Marconi Placentia Southern Shore
Bill Chaisson	Appalachia Burgeo Humber Port aux Basques Rameaux
Craig Hicks	Fogo Island Ganovia Hamilton Sound Notre Dame Trinity-Deadman’s Bay
Trent Langdon	Bay Roberts Carbonear St. John’s Centre Waterford Valley
Jean Murphy	Belle Mer Ingornachoix Long Range Table Mountain
Sandra Quigley	Churchill Falls Labrador West Lake Melville Nutak Labradorimi
Sherri Rose	Baie Verte Peninsula Deer Lake Green Bay Taylor’s Brook
Gabriel Ryan	Baccalieu Burin-Marystown GranForLine Rushoon-Terrenceville Upper Trinity South
Sean Weir	Aurora Bremco Coastal Labrador South Northern Light

Important Dates/Deadlines

November 1, 2014

Deadline for receipt of final branch registration form.

November 2, 2014

Final deadline for receipt of nominations for the Offices of NLTA President and Vice-President for 2015-17.

December 2, 2014

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

December 16, 2014

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

December 31, 2014

- Deadline for registration of substitute teachers for 2014-15.
- Deadline for receipt of 2013-14 branch audit.

January 8, 2015

Deadline for receiving proposed change, amendment or repeal of NLTA By-Laws to be actioned by Convention.

January 15, 2015

- 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 16, 2015

Deadline for receipt of applications for Educational Leave to be submitted to the school district.

February 8, 2015

- All nominations for Provincial Executive for publication in the Convention issue of *The Bulletin* must be postmarked by this date.
- Deadline for submission of resolutions to Convention 2015.
- 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*.

April 7, 2015

Pre-BGM sessions and Opening Session for BGM, Sheraton Hotel Newfoundland, St. John's.

April 8-10, 2015

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

April 9, 2015

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

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:

Geralyn Costello, Executive Assistant, Governance, NLTA

Tel: 709-726-3223 or 1-800-563-3599, Ext. 222

Fax: 709-726-4302 or 1-877-711-NLTA

E-mail: gcostello@nlta.nl.ca **Website:** www.nlta.nl.ca