

March 9, 2010

Secretary-Treasurer

Dear Sisters and Brothers:

Re: Table Officers' Training for all Regions – April 15, 2010

This letter is to advise you that Table Officers' Training is scheduled for all Regions on Thursday, April 15, 2010 from 9:00am to 4:00pm at the Provincial Office, 5000 North Fraser Way, Burnaby, BC. **This training is offered to Chairpersons and Secretary-Treasurers who are newly elected for the first time and who have not received training at the local.**


The objectives of this year's Table Officers' Training are to:

- provide training and tools to assist Local Officers to effectively fulfill their duties;
- develop personal and team leadership skills that will help locals become more vibrant and encourage greater membership participation.

Please confirm your attendance of the Training by filling out the attached registration form and sending to **Roshni Chand, Education Department**, by mail, fax (604-739-1510), or e-mail rchand@heu.org no later than **March 26, 2010**. Make the necessary accommodation arrangements by contacting **Roshni Chand** at the Provincial Office Toll Free 1-800-663-5813 or (604) 456-7059. Once we have received your registration, the Financial Secretary will send out her expense, travel and accommodation letter with further details. Questions regarding dependant allowance and lieu day approval should be referred to Terry Mitchell in the Finance Department Toll Free 1-800-663-5813 or (604) 456-7110.

If you encounter any difficulties getting your Leave of Absence approved, contact your Servicing Representative immediately.

In solidarity,



Ken Robinson
President



Donisa Bernardo
Finance Secretary

cc: Chairperson, Provincial Executive, Reps & Directors