



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: www.heu.org

January 19, 2012

Secretary-Treasurers

Dear Sisters and Brothers:

Re: Table Officers' Training – April 2012

This letter is to advise all locals that Table Officers' Training is being offered to **newly elected** Chairpersons, Secretary-Treasurers, and Assistant Secretary-Treasurers. Because of the large number of members who will qualify to attend, we have split the Table Officers' Training into **two sessions**. You are instructed to **choose one session only**. They are scheduled as follows:

Session One

April 2, 2012 – 7:00 pm – 9:00 pm (Registration 6:00 pm –7:00 pm) and

April 3, 2012 – 8:30 am - 4:00 pm

Provincial Office, 5000 North Fraser Way, Burnaby, BC

Session Two

April 3, 2012 – 7:00 pm – 9:00 pm (Registration 6:00 pm –7:00 pm) and

April 4, 2012 – 8:30 am – 4:00 pm

Provincial Office, 5000 North Fraser Way, Burnaby, BC

This training is offered to Chairpersons, Secretary-Treasurers & Assistant 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.
- Share information and strategies for recruiting shop stewards.



Please complete the attached Table Officers' Training registration form and send to **Jamie Cruz, Education Department**, by mail, fax (604-739-1510), or e-mail jcruz@heu.org no later than **March 9, 2012**. Once your attendance has been confirmed, the Financial Secretary will send out her expense letter with the necessary information regarding accommodation, travel arrangements, and lieu days. Questions regarding the dependant care allowance and lieu day approval should be referred to Josephine Go in the Finance Department – toll-free 1-800-663-5813 ext 7107 or (604) 456-7107. Out-of-town members should contact **Jamie Cruz** at the Provincial Office to make the necessary accommodation arrangements. Please call toll-free 1-800-663-5813 ext 7081 or (604) 456-7081.

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

Attachment

cc: Chairperson
Provincial Executive
Reps & Directors