



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 26, 2017

Secretary-Treasurers

Dear Sisters and Brothers:

Re: Table Officers' Training – April 3-4, 2017 or April 5-6, 2017

This letter is to advise all locals that Table Officers' Training is being offered to Chairpersons, Vice-Chairpersons, Secretary-Treasurers, and Assistant Secretary-Treasurers who, for the first time, are **newly elected** to one of these positions and who have not previously taken this training for that position.

There are two sessions available – **please select one** of the sessions below. This training will take place at the **HEU Provincial Office, 5000 North Fraser Way, Burnaby**.

SESSION ONE:

April 3 – 9:00 a.m. – 5:00 p.m. (Registration is 8:00 a.m.-9:00 a.m.)

April 4 – 8:30 a.m. – 3:30 p.m.

SESSION TWO:

April 5 – 9:00 a.m. – 5:00 p.m. (Registration is 8:00 a.m.-9:00 a.m.)

April 6 – 8:30 a.m. – 3:30 p.m.

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.

Space is limited, so these sessions will be available on a first-come first-serve basis.

Please complete the attached Table Officers' Training registration form with your session choice and send to **Jamie Cruz, Education Department**, by mail, fax: 604-739-1510, or e-mail: jcruz@heu.org no later than **Thursday, March 2, 2017**.

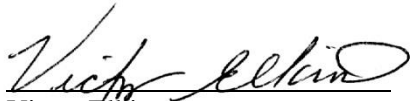
Once your attendance has been confirmed, the Financial Secretary will send her expense letter with the necessary information regarding accommodation, travel arrangements, and lieu days.

Questions regarding travel, the dependant care allowance, and union leave approval should be referred to **Sandra Naylor** in the Finance Department – 604-456-7015 or toll-free 1-800-663-5813 extension 7015.

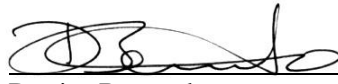
Members traveling from out of town should contact **Jamie Cruz** at the Provincial Office toll-free 1-800-663-5813 extension 7061 to make the necessary hotel accommodation arrangements.

If you encounter any difficulties getting your Leave of Absence approved, contact an HEU shop steward or your HEU staff representative immediately.

In solidarity,



Victor Elkins
President



Donisa Bernardo
Finance Secretary

Attachment

cc: Chairperson
Provincial Executive
Reps & Directors